

UNITED PROVINCES
OF AGRA AND OUDH

FOREST MANUAL

1923

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FIFTH EDITION



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1925

P R E F A C E.

A revision of the fourth edition of the Forest Manual of 1916 is rendered necessary by the large number of addenda and corrigenda which have accrued. The new edition makes no change of arrangement or scope : it has been compiled in the office of the Chief Conservator of Forests by incorporating the amendment slips and such minor changes and improvements as experience has suggested.

Printing and distribution of Addenda and corrigenda to the Manual.

These are printed on serially numbered slips, of suitable size and type, to be cut out and inserted in their proper places in the Manual.

The Chief Conservator will submit to the Government proposals for amendments or additions. Each Conservator should regularly communicate to him any orders relating to his circle which he considers should be inserted in the Manual.

A register shall be kept in a file maintained in each office possessing a copy of the Manual and also at the end of each Manual in the following form :—

List of corrections to the Forest Manual, United Provinces of Agra and Oudh.

Serial number of correction slip.	Article of Forest Manual amended.	Authority for the amendment.		Extent of amendment.
		No. of G. O.	Date of G. O.	

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ABBREVIATIONS.

Art.	Article.
Ch.	Chapter.
C. A. C.	Civil Account Code, 8th Edition, 1921.
C. S. R.	Civil Service Regulations, 5th edition.
C. T. R.	Consolidated Treasury Receipt.
F. D. C.	Forest Department Code, 7th edition.
G. O.	Government Order.
G. G. O.	Government of India Order.
M. G. O.	Manual of Government Orders, 1911 edition.
No.	Number.
U. P. F. S.	United Provinces Forest Service.
R. & A.	Revenue and Agriculture.
S. F. S.	Subordinate Forest Service.
Sub. pro tem.	Substantive pro tempore.
F. R.	Fundamental Rules.
F. A. C.	Forest Account Code.
B. M.	United Provinces Budget Manual

[Arts. 1 to 8.

F.M.(V).3.

2. The charges for station, post and other lands under management have been divided as follows:

G.O. No. 369L
dt. 21.9.15.

(a) General Forest to a forest supervisor
the C.C.F. are at Na. ...
moves to Lucknow du. ...

Notifications (b) Circles -
 Nos. 589/XIV-111, Name of circles.
 dt. 14.9.15 and 1. Western
 411/XIV dt. 2. Eastern

SECRET

2.10

the G.O.P. and the U.S. Government and the Eastern, Kumaun and Garo, Khasi and Jaintia quarters at Naini Tal, Almora, etc. for the purposes only.

G. Os. I

II-4f

223

11.9

XI, 19

100

XTV

29

KI

31/20

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1997

17

11

(d) Ranges - (1) The number of ranges in each division shall be determined by the Director's and Conservator's and Conservator's and Conservator's supplied by the C.C.

869L,
st Sep-

(ii) The C.C.F. sent notations of information and redistribution of funds belonging to the S.F.

(e) Beats. - Each beat is normally one day and each beat is normally one day. The limits of beats are determined by the working plan revision and the Conservator.

no.
1-1905,
14th

no.
ed the
1912.

1466/
ed the
918.

223-
3d the
tember.

1. 222/
dated
bruary.

3. The charges into which the Government lands under the control of the Government have been divided are:-
(a) General Forest Administration - The 0.5% are at Nainital. His office moves to Lucknow during the touring, as the 0.5% are at Nainital. His office

2. (A) 2.

LEAD-ONE
P. 18.

[illegible]

... Division - The following table at first of latest Division as it stood at Headquarters is:-

1. James Earl Ray
 2. John Edgar Hoover
 3. William French Smith
 4. Richard M. Nixon
 5. Hubert H. Humphrey
 6. Lyndon B. Johnson
 7. Robert Kennedy
 8. John F. Kennedy
 9. John William Campbell
 10. James Earl Ray
 11. John Edgar Hoover
 12. William French Smith
 13. Richard M. Nixon
 14. Hubert H. Humphrey
 15. Lyndon B. Johnson
 16. Robert Kennedy
 17. John F. Kennedy
 18. John William Campbell
 19. James Earl Ray
 20. John Edgar Hoover
 21. William French Smith
 22. Richard M. Nixon
 23. Hubert H. Humphrey
 24. Lyndon B. Johnson
 25. Robert Kennedy
 26. John F. Kennedy
 27. John William Campbell
 28. James Earl Ray
 29. John Edgar Hoover
 30. William French Smith
 31. Richard M. Nixon
 32. Hubert H. Humphrey
 33. Lyndon B. Johnson
 34. Robert Kennedy
 35. John F. Kennedy
 36. John William Campbell
 37. James Earl Ray
 38. John Edgar Hoover
 39. William French Smith
 40. Richard M. Nixon
 41. Hubert H. Humphrey
 42. Lyndon B. Johnson
 43. Robert Kennedy
 44. John F. Kennedy
 45. John William Campbell
 46. James Earl Ray
 47. John Edgar Hoover
 48. William French Smith
 49. Richard M. Nixon
 50. Hubert H. Humphrey
 51. Lyndon B. Johnson
 52. Robert Kennedy
 53. John F. Kennedy
 54. John William Campbell
 55. James Earl Ray
 56. John Edgar Hoover
 57. William French Smith
 58. Richard M. Nixon
 59. Hubert H. Humphrey
 60. Lyndon B. Johnson
 61. Robert Kennedy
 62. John F. Kennedy
 63. John William Campbell
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 66. William French Smith
 67. Richard M. Nixon
 68. Hubert H. Humphrey
 69. Lyndon B. Johnson
 70. Robert Kennedy
 71. John F. Kennedy
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 79. Robert Kennedy
 80. John F. Kennedy
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 82. James Earl Ray
 83. John Edgar Hoover
 84. William French Smith
 85. Richard M. Nixon
 86. Hubert H. Humphrey
 87. Lyndon B. Johnson
 88. Robert Kennedy
 89. John F. Kennedy
 90. John William Campbell
 91. James Earl Ray
 92. John Edgar Hoover
 93. William French Smith
 94. Richard M. Nixon
 95. Hubert H. Humphrey
 96. Lyndon B. Johnson
 97. Robert Kennedy
 98. John F. Kennedy
 99. John William Campbell
 100. James Earl Ray

FOREST MANUAL.

Chapter I.—Organization of the Forest department.

PART I.

ADMINISTRATIVE CHARGES AND GENERAL RULES FOR ESTABLISHMENTS.

1. The charges into which Government forests are divided and the classes of officers authorised to hold such charges are laid down in arts. 3 and 5, F. D. C.

2. Under art. 5(i), F. D. C., the smaller charges will ordinarily be held by the following classes of officers :—

Ranges* by rangers and deputy rangers, beats by forest guards. But the power is delegated to Divisional Officers, subject to the control of the Conservator, to employ the officers under their control in such charges as circumstances may demand.

3. The charges into which the Government forests under the control of the Forest department have been divided are :—

(a) *General forest administration in the United Provinces.*—The headquarters of the Chief Conservator are at Naini Tal. His office establishment moves to Lucknow during the touring season in winter. G. O. no. 869L, dated the 21st September, 1916.

(b) *Circles.*

(i) Name of circle			Headquarters.
1. Western	Naini Tal.
2. Eastern	Naini Tal.
3. Kumaun	Naini Tal.
4. Utilization	Bareilly.
5. Working Plan and Research	Naini Tal.

Notification no. 589/XIV—111-1905, dated the 14th September, 1916.

Notification no. 411/XIV, dated the 2nd October, 1912.

G. O. no. 1456/II—465, dated the 9th April, 1918.

G. O. no. 223-Special, dated the 11th September, 1918.

G. O. no. 222/XIV—199, dated the 18th February, 1922.

* There are no subdivisions in the United Provinces.

† Held in abeyance for 5 years from April 1, 1925, Secretary of State's letter no. 8, and G. 2628/25, dated the 23rd July, 1925, vide G. O. no. 4079/XIV—856-1921, dated the 27th August, 1925.

(i) The spheres of the Western, Eastern and Kumaun circles outside the forests are as follows :—

Western circle.—The Meerut division and the districts of Bijnor, Moradabad and Muttra.

Eastern circle.—The remainder of the plains part of the United Provinces.

Kumaun circle.—The Kumaun Civil division north of the submontane divisions of the Western circle.

Utilization circle.—The sphere extends throughout the province.

Working Plan circle.—The sphere extends throughout the province.

(c) *Divisions.*

A list of the divisions is included in the printed yearly Classified List of Forest Officers as on the 1st July of each year.

(d) *Ranges.*

(i) An up-to-date list of forest ranges in each division will be maintained in the Chief Conservator and Conservator's offices and a copy will be supplied by the Chief Conservator to the Accountant-General.

G. O. no. 419L,
dated the 8th October,
1915.

(ii) The Chief Conservator has been authorised to sanction the formation and redistribution of ranges, provided that no increase of the S. F. S. is involved.

4. (i) The following major charges have been approved by the Local Government :—

The Chief Conservator's charge, the circles, the divisions classified as major in the list of divisions which is given as an annexure to the yearly Classified List of Forest Officers.

(ii) The following are the minor charges :—

The divisions shown as minor in the abovementioned list of divisions, the duties of attached assistant in any division, the charge of a local training class if held by a Gazetted Officer.

5. The forest charges not under the control of the Forest department are :—

(a) Those parts of the Gairhwal, Naini Tal and Almora district protected forests which have not been reserved and transferred to the Kumaun circle. These comprise the so-called "open forests," which are administered by the District Officers (subject to the control of the Commissioner of Kumaun division). The District Officers have the powers of a Conservator and have been appointed Forest Officers within the meaning of section 2 of the Forest Act.

(b) The Tarai and Bhabar Government Estates protected forests. These forests form a Forest division in charge of a Forest Officer of one of the classes laid down in art. 5, F. D. C., known as the Special Forest Officer. His immediate superior is the Deputy Commissioner of Naini Tal, who has been given the powers of a Conservator subject to the control of the Commissioner, Kumaun division.

The Conservator, Western circle, is adviser on all forest matters in the estates and may exercise the direction of all purely technical and professional work. He shall make a tour of inspection annually and

write an inspection report, sending a copy to the Commissioner, Deputy Commissioner and Chief Conservator of Forests for information. He shall also inspect the office of the Special Forest Officer annually.

G. O. no. 315/
XIV—186, dated
the 13th April,
1916.

The subordinate and clerical establishments are entirely separate from those of the Western circle.

(c) The forests in Ajmer-Merwara, for the management of which an Extra Assistant Conservator is deputed from the Western circle. The Conservator of that circle inspects the work of this officer annually.

6. Under art. 6 F. D. C., establishments are classed as "Permanent," "Temporary" and "Labour."

G. O. no. 510/
XIV—206, dated
the 27th June,
1914.

7. (a) Under art. 6 (iii), F. D. C., the following definitions of "Labour" are laid down:—

G. O. no. 1466/
XIV—269, dated
the 2nd September
1920.

1. Under labour is included all *bona fide* manual labour employed:—

(a) on the reaping, collection, fashioning, removal, transport and sale of forest produce;

(b) on the feed and keep of cattle;

(c) on the construction and maintenance of tools and plant;

(d) on the construction and maintenance of communications and buildings;

(e) on the demarcation, improvement, extension and protection of forests, including, subject to the Conservator's sanction, surveyors and draftsmen employed on a definite piece of work;

(f) on the formation and maintenance of nurseries and plantations;

(g) on field work in connection with the compilation of working plans;

(h) on any other kinds of work sanctioned by the Conservator.

2. The following classes of employees will be classed as labour:—

Coolies mates.

Fire watchers.

Stump markers.

Boatmen (excluding crews of permanently maintained steamers and boats).

Sarnaiwalas.

Mullahs.

Men specially employed for enumerating trees.

Such other classes as may be authorised from time to time by the Chief Conservator of Forests.

3. The following menials are not included in labour and will be charged to office contingencies:—

Khalasis (see art. 2207, M. G. O.), runners, punkha coolies, garden coolies, sweepers, menials for supplying drinking water, dusting offices or cleaning rest houses, fodder cutters for elephants.

(b) The pay of labourers paid by the day will be shown on daily labour bills.

The pay of labourers engaged at a monthly wage will be shown on general voucher forms.

In either case the pay will be charged to the appropriate sub-head according to Appendix I. F. A. O.

G. O. no. 419L,
dated the 8th Octo-
ber, 1916.

8. Under art. 7 (ii), F. D. C., the following powers have been delegated :—

(i) to the Chief Conservator—

Power to transfer appointments in the S. F. S. between circles and appointments in the clerical establishments between the offices of Conservators and Divisional Officers.

(ii) To Conservators—

G. O. no. 395/
XIV—106.1905, da-
ted the 30th June,
1905.

(a) Power to transfer permanent appointments in the S. F. S. and in the clerical establishments between divisions, including power to distribute between divisions the total amounts sanctioned for the pay of the above establishments respectively (see art. 153). The power of transfer of clerical appointments does not include transfers from or to Conservators' own offices.

G. O. no. 46/
XIV, dated the
16th January, 1914.

Any local allowances which may have been sanctioned remain attached to the posts in the particular localities for which they were sanctioned.

G. O. no. 863/
XIV—70, dated the
17th April, 1914.

G. O. no. 689/
XIV—70, dated
the 5th September,
1914.

(b) Power to sanction such temporary establishments as are required from time to time for their respective charges, within the limit of the annual budget allotment on this account for each charge, provided that no appointment shall be created which the Local Government itself would not be competent to create, and that the following scale of pay is not exceeded :—

1. Powers of Conservators.

G. O. no. 3078/
X—318, dated the
30th July, 1920
and G. O. no. 514/
XIX—72, dated the
30th May, 1919.

Serial no.	Name of post	Whether charge- able under A or B heads of expenditure.	Maximum pay of post	Remarks.
			Rs.	
1	Ranger	B	195	The particular work for which a man is employed may also be indicated in his title by a suitable addition such as "Girdling Jamedar," "Timber Checking clerk."
2	Daroga	A	195	
3	Surveyor	A	105	
4	Deputy ranger	B	65	
5	Naib Daroga	A	65	
6	Forester	B	40	
7	Jamedar	A	40	
8	Muharrir	A	40	
9	Mali	A	40	
10	Mahawat	A	24	
11	Forest guard	B	19	
12	Chapraisi	A	19	
13	Chaukidar	A	19	
14	Depôt keeper	A	45	
15	Storekeeper	A	45	
	<i>Clerical.</i>			
16	Draftsman	B	75	
17	Rango clerk	B	40	
18	Form keeper	B	35	
19	Daftri	B	19	
20	Orderly	B	13	
21	Treasure guard	B	13	

9. (i) Divisional Officers' proposition statements for temporary establishments (in form A. 1) shall reach the Conservator's office by the 1st of February, the temporary establishment year running from the 1st March to the end of the following February. G. O. no. 669/
XIV-70, dated the
5th September,
1914.

(ii) On sanctioning the proposals Conservators will forward the detailed lists to the Accountant-General and will intimate to him any subsequent changes made by him in the lists.

PART II.

ORGANIZATION OF THE FOREST SERVICE.

Section (i)—Constitution, recruitment, first appointment.

A.—The Imperial Forest Service.

10. (i) The sanctioned cadre is :—

- A Chief Conservator
- * 5 Conservators
- 35 Deputy and Assistant Conservators.

G. O. no. 1373G/
XIV-148, dated
the 20th June,
1921.

(ii) The cadre allows for three officers holding appointments on the India list, other than the Chief Conservator and the Conservators, and for eight on leave or under training.

G. G. O. Circular, R. and A. department, no. 1184-95, dated the 6th August, 1921.

(iii) The above cadre includes five posts (12½ per cent.) which are to be regarded as listed appointments to be filled by promotion of officers of the U. P. F. S.

(iv) The following general principles have been laid down with regard to the employment of Assistant Conservators of Forests on their first appointment in India :—

G. G. O. no. 67F/
344-2, dated the
27th January, 1915.

(a) During the first year of service they will be considered to be still under training, and during this period should not usually be utilised for the ordinary purposes of forest administration.

G. G. O. Circular, R. and A. department, no. 138F/85-2, dated the 10th May, 1911.

(b) The training should be under a selected Forest Officer or officers.

(c) It should include both active work in a division and a period of work at the headquarters of the circle for the purpose of learning the vernacular, the systems of forest and revenue laws and the details of forest office work and accounts.

(d) Some arrangement should be made for such officers to tour in their own province and possibly for visits to selected forests in other provinces.

B.—The United Provinces Forest Service.

11. The sanctioned cadre is :—

35 Extra Assistant Conservators (including one for Ajmer).

These appointments are borne on one list for the whole province and are not allotted to circles.

G. O. no. 2082/
XIV-N, dated the
19th August, 1922.

12. The procedure with regard to recruitment of the U. P. F. S. is as follows :—

The Chief Conservator will send a report to reach the Local Government by the 1st January in each year showing the probable number of

G. O. no. 56/
XIV-82, dated the
29th January, 1908.

* One post of Conservator held in abeyance for 5 years from April 1, 1925, Secretary of State's letter no. S. and G. 2928/25, dated the 23rd July, 1925, vide G. O. no. 4970/XIV-366-1924, dated the 27th August, 1925.

vacancies that will occur between that date and the conclusion of the Provincial Service course commencing in *April* of the following year, i.e. a period of 3 years and 3 months. The Chief Conservator will state how many of the vacancies he proposes to fill by promoting rangers under art. 15 (ii), F. D. C., and whether he proposes to send any rangers to the P. F. S. course (see Appendix XI, F. D. C.) On receipt of this information the Local Government will notify the probable number of vacancies to be filled by private candidates for the benefit of intending applicants for employment and will communicate its requirements to the President of the Forest Research Institute, Dehra Dun, who under rule 5 of the rules for admission to the Research Institute (see Appendix I) will allot the nominations by 15th April.

G. O. no. 830/
XIV—185, dated
28th August, 1924.

13. The rules regulating the selection of candidates for the U. P. F. S. are as follows :—

1. Candidates for the United Provinces Forest Service should submit their applications together with the certificates prescribed in rule 12 of the rules for the Provincial Forest Service course at the Forest Research Institute, copies of which are obtainable from the President, Forest Research Institute and College, Dehra Dun, to any Conservator of Forests in the United Provinces between the 1st January and the 30th April each year.

All candidates must have resided for three years in the United Provinces prior to application, but the occasional recruitment of a resident of Ajmer-Merwara is permissible.

2. The number of vacancies to which nominations are to be made is published in the official *United Provinces Gazette* each year, or can be ascertained by inquiry at any Divisional Forest office in the United Provinces.

3. All candidates will present themselves, when called upon, before the Selection Committee which will ordinarily sit at Naini Tal. A date will be fixed in June, i.e., about nine months before the commencement of the course to be joined at the Research Institute. This committee will take into account character, conduct, previous record and physique with a view to eliminating candidates who are absolutely unsuitable to the Forest Service. Preference will be given to candidates who are in all respects qualified by previous examinations to follow and profit by the course of instruction at the Institute, and specially to those who have a knowledge of science.

4. Candidates passed as suitable by the Selection Committee will appear some time in July at an examination to be conducted on a competitive basis at a time and place to be notified. A syllabus of the subjects required for the examination is attached to these rules.

5. Candidates may also be required to undergo a physical test.

6. The names of the candidates who head the list at the examination up to double the number of the vacancies will then be submitted to Government for final selection in order, so far as possible, to give effect to the principle of adequate representation of different communities.

7. The fee for sitting at the examination will be Rs. 30.

8. For the examinations of 1924 and 1925, if such take place, candidates must be between the ages of 18 and 25 on the 1st April of the year in which the course begins. From 1926 onwards the age of candidates shall be not less than 19 and not more than 22 on the latest date for receiving applications, i.e., 30th April.

9. No candidates shall be allowed to sit more than twice for the examination.

10. Each selected candidate will undergo practical training in the forests for one and a half months in the hills and for three and a half months in the plains. This course will usually last from the middle of October to the middle of March. During the period spent in his division, the Divisional Forest Officer will supervise the candidate's work, and on its conclusion will report to the Conservator on his aptitude for forest duties. In the event of the report being unsatisfactory, the candidate will be liable to be rejected.

11. During his five months' practical training in the forests each candidate will receive travelling allowance at the rate of Rs. 50 per mensem to defray his travelling expenses.

12. Provided the candidate gives satisfaction in his practical training, he will be ordered to join the Institute on the 1st April following as a "Government probationary" student.

13. While undergoing the course of training at the Institute the student will receive his tuition free, but financial assistance from Government depends entirely on whether the necessary funds are voted by the Legislative Council.

Government probationary students will be granted actual travelling expenses on tour as passed by the President, including second class fare by rail or steamer for the student, fare of one servant and freight of a bicycle, where necessary.

14. Before joining the Institute each candidate will be required to sign an agreement in a prescribed form binding himself to serve Government for five years after obtaining the Provincial Forest Service certificate.

15. On obtaining a certificate at the end of the two years' course at the Institute, the student will be appointed Extra Assistant Conservator of Forests on a pay of Rs. 250 per mensem with effect from the day following the date of the certificate.

Government reserves the right to demand a fresh medical certificate or direct a medical examination before the appointment is made.

Syllabus of subjects.

A.—Compulsory subjects.

(1) *English*.—One paper containing passages in modern English prose with general questions intended to test the candidate's knowledge of the language.

(2) *Essay*.—A choice of several subjects of a general character will be given.

Each of the above papers will carry a maximum of 50 marks.

B.—Optional subjects.

Candidates will be required to offer *any two* of the following :—

- (1) Mathematics.
- (2) Physics.
- (3) Chemistry.
- (4) Biology.

The standard in each of the above subjects will be that of the Intermediate Examination.

One paper will be set on each subject and the maximum marks in each paper will be 75.

G. O. no. 3891/
II—479, dated the
17th August, 1918.

16. The time spent by the officers deputed to Dehra Dun for training at the Forest Research Institute shall not count as service qualifying for leave (as there are regular vacations during that period).

17. The time spent in training shall not be regarded as an interruption entailing forfeiture of leave already earned.

G. G. O. no.
1239—158-2, dated
the 3rd December,
1919.

14. Any officer of the P. F. S. who was not appointed permanently to Government service before attaining the age of 23 may be allowed to count as service towards pension any period of training after attaining that age.

This concession, however, will not be made until the close of the officer's service but at the end of the period of practical training, an ad interim recommendation which will be in no way binding as to the final order will be recorded by the Conservator as to whether this period should or should not be counted as service, according to the behaviour of the officer.

C.—The Subordinate Forest Service—Permanent establishments.

15. (i) A distribution list of forest rangers will be maintained in the Chief Conservator's office for the whole province : similar lists of deputy rangers and foresters will be maintained in Conservators' offices for each circle and of forest guards in Divisional offices for each division.

(ii) The sanctioned scale of pay of the various classes is as follows :—

Rangers—in 7 grades of Rs. 230, 210, 185, 160, 130, 110, and 90.

Deputy rangers—in 3 grades of Rs. 65, 60 and 45.

Foresters—in 3 grades of Rs. 40, 35 and 25.

Range clerks—in 6 grades of Rs. 35, 30, 26, 25, 22 and 20.

Forest guards—in 3 grades of Rs. 19, 16 and 13.

16. Under art. 17, F. D. C., the rules for appointment to the S. F. S. are as follows :—

I.—Rangers.

1. Substantive and officiating appointments may be granted :—

- (a) to *deputy rangers* of long service and tried ability and probity irrespective of the educational certificates they may hold, provided that not more than one-third of the total number of appointments shall be held by men so promoted, and that in each case the Conservator shall consider whether it is advisable to require the deputy ranger selected to undergo a special

G. O. no. 56/
XIV—32, dated the
29th January, 1908.

course of training or to pass specified examinations before his permanent appointment;

- (b) to candidates who have obtained the Higher Standard certificate after two years' training at the Forest College, Dehra Dun,
- (c) to candidates who have obtained the Lower Standard certificate at the Forest College, Dehra Dun, or the Forester's certificate of the Training class (see art. 20) and who have rendered not less than two years' approved service as deputy rangers or foresters;

G. O. no. 46/
XIV, dated the
16th January, 1914

NOTE.—See Appendices I and II.

2. The power of appointing rangers has been delegated to Conservators.

II.—Deputy rangers.

3. Substantive and officiating appointments in any grade may be granted :—

- (a) to subordinates of long service and tried ability and probity, irrespective of the educational certificates they may hold, but subject to any examination or condition which the Conservator may see fit to prescribe;
- (b) to candidates who hold certificates by the Lower Standard from the Forest College, Dehra Dun. Such candidates may ordinarily be appointed to the 1st grade direct;
- (c) to candidates who hold the Forester's certificate of the training class.

4. The power of appointing deputy rangers has been delegated to Conservators.

G. O. no. 56/
XIV—82, dated the
29th January, 1908
and G. O. no. 46/
XIV, dated the
16th January, 1914.

III.—Foresters.

5. Substantive and officiating appointments in any grade may be granted to :—

- (a) forest guards who hold the forester's certificate obtained at the training class,
- (b) forest guards, who for long and meritorious service are considered deserving of promotion irrespective of any educational qualification,
- (c) candidates holding the forester's certificate of the training class;
- (d) candidates holding the vernacular final examination certificate or the former vernacular middle class examination certificate.

G. O. no. 46/
XIV, dated the
16th January, 1914.

6. The power of appointing foresters has been delegated to Conservators.

IV.—Range clerks.

7. Substantive and officiating appointments may be granted by the divisional forest officer of the division concerned to any sufficiently educated person. A working knowledge of English is an essential qualification for appointment as a permanent range clerk.

V.—*Forest guards.*

8. There are no prescribed qualifications. Under art. 1339, M. G. O., army pensioners and ex-soldiers are considered suitable, but reservists are expressly barred.

9. The power of appointing forest guards has been delegated to divisional forest officers.

VI.—*General.*

G. O. no. 806/
III—154, dated the
11th June, 1909

10. No person may be appointed a forester or forest guard unless he has resided for three years in the United Provinces.

11. The rules regarding the appointment of persons already employed in another establishment are contained in arts. 346 to 349, M. G. O.

G. O. no. 1626,
dated the 7th April,
1895.

12. No person may be appointed to a superior grade in the public service without a health certificate (see art. 1337, M. G. O. and F. R. 10) and a person whose age exceeds twenty-five years may not, without the sanction of the head of the department, be admitted into the service of the State in superior service (also see art. 1335, M. G. O.)

13. A due admixture of castes in Government service is desirable as laid down in art. 345A, M. G. O.

14. Substantive appointments to any class should not be made on probation. Men whose confirmation is doubtful should be given officiating appointments only.

17. The procedure with regard to the recruitment of rangers is as follows:—

The Chief Conservator will make a report to the Local Government by the 1st January in each year showing the probable number of vacancies that will occur between that date and the conclusion of the rangers' course commencing in April of the following year, i.e. a period of 3 years and 3 months. The Chief Conservator will state how many of the vacancies it is proposed to fill by promoting deputy rangers or foresters under art. 16. I. 1(a) or by appointing a passed candidate under art. 16. I. 1(b). The Chief Conservator shall also state whether it is proposed to depute any ranger, deputy ranger or forester to the Forest College under rule 16 of the admission rules [see Appendix I and form A2 (b)].

On receipt of this information the Local Government will notify the probable number of vacancies to be filled, for the benefit of intending applicants for employment and will communicate its requirements to the President of the Forest College, who under rule 5 of the admission rules will allot the nominations by the 15th of August.

G. O. no. 827/
XIV—185 1921,
dated the 23rd
August, 1921.

18. The rules for the selection and practical training of candidates for the rangers' course are as follows:—

1. Candidates for nomination to the Ranger course at the Forest College, Dehra Dun, as Government probationary students should submit their applications together with the certificates prescribed in rule 10 of the rules for the Ranger course at the Forest College (copies of which are obtainable from the President, Forest Research Institute and College, Dehra Dun) between the 1st April and the 15th May each year.

2. Applications must be sent to any Conservator of Forests either direct or through a Divisional Forest Officer of rank not below that of a

Deputy Conservator or through a Collector or officer in charge of a district. None of the abovementioned officers need belong to the Forest circle or province in which the candidate seeks employment.

3. All candidates must have resided in the United Provinces for three years prior to application, but the occasional recruitment of a resident of Ajmer-Merwara is permissible.

4. The number of vacancies to which nominations are to be made is published in the official *United Provinces Gazette* each year, or may be ascertained by inquiry at any Divisional Forest office in the United Provinces.

5. All candidates will present themselves, when called upon, before the Selection Committee which will ordinarily sit at Naini Tal.

This date will be fixed in June on the day following that fixed for the selection of candidates for the United Provinces Forest Service, i.e., about nine months before the commencement of the course to be joined at the Forest College.

This committee will take into account character, conduct, previous record and physique with a view to eliminating candidates obviously unsuitable.

6. Candidates passed as suitable by the Selection Committee will appear some time in July at an examination to be conducted on a competitive basis at a time and place to be notified; a syllabus of the subjects required for this examination is attached to these rules.

7. Candidates may also be required to undergo a physical test.

8. The names of the candidates who head the list at the examination up to double the number of the vacancies will then be submitted to Government for final selection in order, so far as possible, to give effect to the principle of adequate representation of different communities.

9. The fee for sitting at the examination will be Rs. 15.

10. For the examinations of 1924 and 1925, if such take place, candidates must be between the ages of 18 and 25 on the 1st April of the year in which the course begins. From 1926 onwards the age of candidates shall be not less than 18 and not more than 22 on the latest date for receiving applications, i.e., 15th May.

11. No candidate shall be allowed to sit more than twice for the examination.

12. Accepted candidates will be required, before joining the college, to undergo a course of practical training lasting at least 3½ months. This course will usually be from the beginning of December to the middle of March. During the period spent in a division, the Divisional Forest Officer will supervise the candidate's work, and on its conclusion will report to the Conservator on his aptitude for forest duty. In the event of the report being unsatisfactory, the candidate will be liable to be rejected.

13. During his 3½ months' practical training in the forest each candidate will receive travelling allowance at the rate of Rs. 25 per mensem to defray his travelling expenses.

14. Provided the candidate gives satisfaction in his practical training, he will be ordered to join the college on the 1st April following.

15. While undergoing the course of training at the college the student will receive his tuition free, but financial assistance from Government depends entire'y on whether the necessary funds are voted by the Legislative Council. Government probationary students while on tour, under orders of the President, will be granted railway and steamer expenses passed by him as actually incurred by them.

16. Before joining the college each candidate will be required to sign an agreement deed in a prescribed form binding himself to serve Government for five years after obtaining the rangership certificate.

17. On obtaining a higher standard certificate at the end of the two years' course at the college, the student will be appointed forest ranger on a pay of Rs. 90, with effect from the day following the date of his certificate.

Government reserves the right to demand a fresh medical certificate or direct a medical examination before the appointment is made.

Syllabus of subjects.

A.—Compulsory subjects.

(1) *English*.—One paper containing easy passages in modern English prose to be explained or summarised, together with general questions bearing on the subject-matter of the passages.

(2) *Essay*.—A narrative or descriptive essay on a subject of general interest.

Each of the above papers will carry a maximum of 100 marks.

B.—Optional subjects.

Candidates will be required to offer *any three* of the following :—

- (1) Physics and Chemistry.
- (2) Mathematics.
- (3) Agricultural Botany.
- (4) Further Mathematics.
- (5) Drawing.
- (6) Geography.

The standard in each of the above subjects will be that of the High School Examination.

One paper will be set on each subject and the maximum marks in each paper will be 100.

18. The time spent by the officers deputed to Dehra Dún for training at the Forest College shall not count as service qualifying for leave (as there are regular vacations during that period).

19. The time spent in training shall not be regarded as an interruption entailing forfeiture of leave already earned.

20. Government probationary students will be granted actual expenses on tour by rail or steamer.

G. O. no. 1308/
XIV—196, dated
the 6th December,
1922.

19. The ruling contained in art. 14 also applies to the rangers' course at the Forest College.

20. The following are the rules approved by Government for the Training classes of the United Provinces :—

1. A vernacular Training class will as a rule be held each year in each of the three territorial circles for the instruction of subordinates below the rank of ranger, who have undergone no course of professional instruction and are likely to derive material benefit therefrom.

2. The selection of subordinates for instruction will be made before the 15th August each year by the Conservator concerned upon nominations submitted by Divisional Forest Officers. Each Conservator may also accept nominations made by any other Conservator, including the Conservator of the Working Plan and Research circle, and ordinarily one or more places in the Kumaun circle class shall be reserved for subordinates from the Chakrata division of the Western circle.

3. The total number of students who can be admitted to each class each year will be limited to such number as the Conservator of Forests concerned may decide from time to time as suitable. The general educational standard required of the students will be decided by the Conservator concerned for each class annually according to the duties which the candidates may be expected ultimately to be called upon to perform. The object should be to avoid the formation of classes in which the students differ widely from each other in capacity to profit by the course. Candidates who have no recognized educational qualifications shall always be tested by the officer who proposes to nominate them as regards their ability to profit by instruction of the nature proposed.

4. If there is accommodation available candidates nominated from Indian States or by owners of private forests may be admitted, provided that the nominator certifies that the candidate on obtaining the certificate of the class will obtain suitable employment in the forests which the nominator controls. Such students will pay a fee of Rs. 15 per mensem during the session of the class.

5. Applications from Indian States or owners of private forests must reach the Conservator concerned at Naini Tal by the 1st August of the year in which admission is desired.

6. Each class shall be under the direct supervision of the Conservator of the circle and under the immediate charge of a selected officer of the United Provinces Forest Service or of a selected ranger who shall be attached for the purpose to the Direction division of the circle. During the session of each class an officer of the United Provinces Forest Service in charge thereof will draw a local allowance of 20 per cent. of his salary up to a limit of Rs. 75 a month, provided that his total emoluments do not exceed Rs. 9,000 a year, and a ranger in charge thereof will draw a local allowance of 20 per cent. of his salary up to a limit of Rs. 35 per mensem and subject to a minimum of Rs. 25 per mensem.

7. When the number of students is large enough to warrant the appointment, the Conservator concerned will select a ranger, deputy

ranger or forester as assistant to the officer in charge, who shall draw a fixed local allowance of Rs. 25 a month in case of a ranger, Rs. 15 in case of a deputy ranger and Rs. 10 in case of a forester.

8. Each class shall be formed from such date as the Conservator concerned may decide, and its duration shall be not less than seven months. The headquarters of each class will be fixed by the Conservator concerned, but each class will tour through the most important forests of the circle and be shown works in actual progress and receive their instruction from those works. Tours will be subject to the approval of the Conservator concerned.

9. The general basis of training will be practical work in the forests supplemented by lectures explanatory of the principles involved. The principal subjects in which instruction will be given are :—

- (1) Forestry—(a) Silviculture, (b) Utilization.
- (2) Forest Engineering.
- (3) Forest Surveying.

In addition elementary range accounts and forest law will be taught.

The details of the syllabus of instruction will, however, be settled by the Conservator concerned for each class annually according to the educational standard decided on for that class under rule 3.

10. An intermediate examination will be held by the officer in charge of the class after about half the course has been completed. The final examination will be held at the end of the course by the Conservator concerned and the officer in charge of the class, assisted by such gazetted officers as may be available. The final examination in silviculture, engineering and survey will be largely practical, and the students will be given sample areas of forest to mark. In these subjects half the marks of the final examination will be awarded for the practical work done and half for the written examination. Marks will also be awarded by the officer in charge for habits of observation, general intelligence and satisfactory work during the whole course. Of the aggregate total marks in each subject 25 per cent. shall be assigned in the intermediate examination, 25 per cent. by the officer in charge for general conduct and efficiency, and 50 per cent. by the Conservator at the final examination. The passed students will not be placed in an order of merit according to marks, but will be placed in three classes as follows :—

- Class I—80 per cent. or over.
- Class II—65 per cent. up to 79 per cent.
- Class III—50 per cent. up to 64 per cent.

In the subjects in which there is no practical examination part of the final examination will be oral, but marks will not be allotted for the oral part, the answer given being used as a guide in determining whether a student deserves the class to which he has been assigned by the written examination, especially in the case of those students who are within a few marks of the limits of any class. No candidate shall be considered to have passed unless he obtains at least 50 per cent. in the various subjects taken as a whole. Failure in Forestry, if combined with failure in one or more subjects, will also entail failure to obtain a certificate.

11. Each student who passes will receive a certificate signed by the Conservator. A medal will be awarded to the best student of the year.

12. Every subordinate of the department who joins a class shall be seconded from his duties for the time being, he will receive his actual salary or Rs. 19 per mensem, whichever is more, and be supplied with a shooldari, transport and stationery free of charge. He will receive travelling allowance for journeys by rail while on tour under arts. 1011 and 1012, Civil Service Regulations, and for journeys made in joining a class or returning to his appointment at its conclusion.

Before joining a class he will be required to sign a bond in form no. A.2 (c) binding himself to serve the department for a period of not less than five years after the completion of his studies.

All subordinates on the permanent establishment, who are deputed to a class for training and are seconded meanwhile, will be allowed to count as service qualifying for pension, the period spent by them on deputation to the training class.

13. If in any year the number of men holding training class certificates in any circle is so large that it appears unnecessary to hold the class, the Conservator of that circle will report the fact to the Chief Conservator of Forests for orders whether the class will be formed or not.

14. The Conservator of the circle may at any time send back a student who he considers cannot benefit by completing the course.

15. The Conservator of each circle will prepare as an addendum to his annual administration report a brief report on the working and results of the class. The Chief Conservator of Forests will attach as an addendum to his annual report a brief review of the circle reports.

D.—Permanent Office establishments.

21. (i) A distribution list of Head Assistants and Head Clerks will be maintained in the Chief Conservator's office for the whole province; similar lists of assistant clerks and range clerks will be maintained in Conservators' offices for each circle and of peons in Divisional offices.

(ii) The sanctioned scale of pay of the various classes is as follows :—

Head Assistants, Chief Conservator's office. Incremental pay Rs. 240—12—360.

Head Assistants, Conservators' offices. Incremental pay Rs. 210—10—310.

Head Clerks in 3 grades of Rs. 160, 135, 110.

*Assistant Clerks** in 8 grades of Rs. 100, 90, 80, 75, 70, 65, 50, 40.

Stenographers (Circle offices only) Incremental pay Rs. 90—5—105—7—140.

22. The rules for appointment to the permanent office establishment are as follows :—

1. *Head Assistants*.—(a) *Of the Chief Conservator's office*.—A substantive and officiating appointment may be granted to any Circle Head Assistant, Head clerk or to any assistant clerk already in the service of the Forest department or to any other person held to possess the necessary experience and qualifications, but it is laid down that Head Assistants of

* The Head clerks in the Utilization circle and the assistant clerks in the General Direction and Utilization circle and draftsmen and peons are on special scales of pay.

circles have no special claims to the appointment. The power of appointment rests with the Chief Conservator.

(b) *Of Circle officers.*—Substantive appointments will ordinarily be granted to clerks who are already substantive Head Clerks of Forest divisions irrespective of whether they are or are not in the circle in which the vacancy exists. The selection will be made by the Chief Conservator in consultation with the Conservator on a basis of seniority as Head Clerk and of capacity for the post. If no Head Clerk is selected, any other person (including assistant clerks and stenographers of the Forest department) held to possess the necessary experience and qualifications may be appointed.

Officiating appointments may be granted by the Conservator of the circle concerned to any Head Clerk in that circle.

2. *Head Clerks.*—Substantive and officiating appointments may be granted by the Conservator of the circle concerned to any assistant clerk or stenographer in that circle.

3. *Assistant clerks.*—(a) The rules for appointment are laid down in arts. 332, 335, 337, 338, 339, 340, 342, 345A, 346 to 349, and 1714 M. G. O.*

G. O. no. 970/
111-21, dated the
11th June, 1913

(a) No clerk shall be appointed to the permanent establishment who does not know Urdu and Hindi, but a knowledge of Urdu is not essential for appointment in the Kumaun circle.

(b) The power of appointment rests with Conservators.

4. *Stenographers and draftsmen.*—Substantive and officiating appointments may be granted by the Head of the office concerned to any person possessing the requisite qualifications. It is desirable that men appointed as stenographers should also be eligible as assistant clerks under rule 3(a) above.

5. *General.*—Rules 10, 11, 12, 13 and 14 under art. 16 also apply.

E.—Temporary establishments.

23. Temporary establishments may consist of the classes of subordinates detailed in art. 8(b), crews of boats, and staff for turpentine distilleries or other such undertakings.

24. The rules for appointment to temporary establishments are as follows:—

G. O. no. 56/
XIV-32, dated
the 29th January,
1908

Resolution no.
567/III-151, da-
ted the 10th May,
1909.

G. O. no. 526/
XIV-169, dated
the 18th October,
1907.

G. O. no. 2418/
X-383, dated the
19th June, 1920.

1. In the case of temporary appointments in the S. F. S. sanctioned for a period not exceeding 12 months and not qualifying for pension or gratuity, educational qualifications may be dispensed with.

2. In the case of temporary appointments in the clerical staff sanctioned for a period not exceeding six months, and not qualifying for pension or gratuity, no educational qualifications are required.

3. No clerk may be appointed to the temporary establishment whose age exceeds twenty-five years.

4. The power of appointment to posts carrying a pay of Rs. 30 per mensem or over rests with the Conservator, but he may delegate to selected gazetted officers the power of appointing men to posts carrying a pay not exceeding Rs. 45.

* For the rules regarding the entertainment of apprentices see arts. 351 to 353, M. G. O.

Section (ii)—Promotions.

B.—The United Provinces Forest Service.

25. Promotion rests with the Local Government and is regulated by art. 36(i), F. D. C., but each officer will receive his annual increment without reference to Government unless orders have been passed refusing to allow the grant of the increment in question. In that event the facts of the case are to be reported to Government for orders.

C.—The Subordinate Forest Service.

26. Under art. 37, F. D. C., the rules governing promotions from grade to grade in a class* are as follows:—

1. The power of promotion rests with the authority having the power of first appointment under art. 16, but in the case of rangers, promotions will be made by the Chief Conservator since the list is a provincial one. G. O. no. 4489/
II—161, dated the
19th September,
1912.

2. The Chief Conservator will issue the list prescribed in art. 15 (i) monthly in print showing the substantive, s. p. t. and officiating grade of each ranger as it stood on the first of the month.

3. Similar lists in manuscript will be maintained and issued to Divisional Forest Officers in form A3 by each Conservator for the deputy rangers and foresters in his circle.

4. A similar list of forest guards in each division will be maintained in Divisional offices.

5. Promotions will have effect from the first of a month only.

D.—Permanent office establishments.

27. (i) The rules governing promotions from grade to grade in a class† are as follows:—

1. The power of promotion rests with the authority having the power of first appointment under art. 22, but in the case of Head Clerks promotion will be made by the Chief Conservator since the list is a provincial one.

2. The Chief Conservator will issue the list prescribed in art. 21(i) monthly showing the substantive, s. p. t. and officiating grade of each Head Clerk as it stood on the first of the month.

3. Similar manuscript lists will be maintained and issued to Divisional Forest Officers by each Conservator for the assistant clerks and range clerks in his circle.

4. A similar list of peons will be maintained in divisional offices.

5. Promotions will have effect from the first of a month only, except in the case of promotions in the list of Head Clerks.

(ii) Periodical increments will be granted automatically, unless withheld by the Head of the office for reasons to be reported to his immediate superior for orders.

E.—Temporary establishments.

28. The power of promotion from grade to grade (when such exist) rests with the authority having power of appointment under art. 24.

G. O. no. 46/
XIV, dated the
16th January, 1914.

* Note.—Promotion to a higher class is considered as first appointment to that class.
† Note—1. Promotion to a higher class is considered as first appointment to that class.

2. The higher pay of the post of Head Assistant in the Chief Conservator's office will not be considered as a grade in the class of Head Assistants.

Section (iii)—Punishments.

29. For stoppage of increments see arts. 25 and 27(ii). The penalty will ordinarily take one of the two following forms:—

G. G. O. Cir.
no. 20F/193—2,
dated the 1st July,
1907.

- (1) The increment might be withheld merely for a prescribed period on the expiry of which the officer might be permitted to draw pay as if he had not been placed on stoppage at all,
or

- (2) the stoppage of increments might be permanent in its effect so as to postpone the date of attaining all future increments.

In every case, past and future, the authority authorised to impose the penalty should decide which of the two forms it should take, the decision in future cases being recorded at the time of inflicting the penalty.

Stoppage of increments takes the place of fines and reductions for establishments on incremental pay.

30. Under art. 37, F. D. C., the orders regarding the punishment of officers of the provincial and subordinate forest services are as follows:—

(i)

Class of officer	Nature of punishment	Authority.
G. O. no. 419L, dated the 8th October, 1915. F S	Any officer of the U P.	{ Removal ... } The Local Government. { Criminal prosecution ... } { Suspension ... } Conservator.
	Minor punishments	{ } Conservator.
	Rangers ...	{ Removal† ... } Chief Conservator. { Criminal prosecution ... } { Reduction* ... } Conservator. { Fine* ... }
Deputy rangers and foresters.	{ Removal† ... }	{ } Conservator.
	{ Criminal prosecution ... }	{ } Conservator.
	{ Reduction† ... }	{ } Conservator.
Forest guards ...	{ Fine* ... }	{ } Divisional Forest Officer.
	{ Removal† ... }	{ } Divisional Forest Officer.
	{ Criminal prosecution ... }	{ } Divisional Forest Officer.
Any officer of the S. F. S.	{ Reduction† ... }	{ } Divisional Forest Officer.
	{ Fine† ... }	{ } Divisional Forest Officer.
	Suspension and minor punishments.	Ditto.

(ii) When a member of the S. F. S. is reduced to a lower class or grade, his name will, as a rule, be placed at the bottom of the list of officers in that class or grade; but should the authority ordering the reduction desire in any special case, that the officer degraded be placed in any other position in the lower class or grade, the fact should be stated in the order reducing the officer.

(iii) Minor punishments may take the form of reprimand, exaction of extra work or entry of misdemeanours in character rolls.

31. The power of removal, reduction, fine and criminal prosecution or members of permanent office establishments rests with the authority having the power of appointment, subject to the proviso that removal, reduction and fine are subject to appeal to the immediate superior of the

* Subject to appeal to the Chief Conservator.

† Ditto

officer who orders the punishment. Suspension and minor punishments rest with the Head of the office.

32. The power of punishing members of temporary establishments drawing pay of Rs. 30 and over rests with the Conservator, who may delegate his power (except that of criminal prosecution) up to a pay of Rs. 45 to selected gazetted officers. G. O. no. 46/
XIV, dated the
16th January, 1914.

Suspension and minor punishments may be inflicted on all members of such establishments by their immediate superior of the Imperial or U. P. Forest Service.

33. (i) In art. 30 "removal" is to be understood to include "dismissal." The distinction between the two is laid down in art. 369 M. G. O.

(ii) Arts 368 and 370 to 377, M. G. O., are also of importance in reference to the punishment of subordinates.

(iii) All the rules of Government on the subject apply to all officials of the temporary establishment who have been employed continuously for a year or upwards and are removed otherwise than on reduction of their posts.

34. Whenever a Government official is judicially convicted of any offence, a copy of the decision should be sent to the Head of the department in which he is employed, in order that such action in the case as may be deemed proper may be taken at once. G. O. no. 2835/
21-142D, dated
the 21st Septem-
ber, 1899.

Copies of judgments convicting Government officers of criminal offences and also of judgments of acquittal and orders of discharge shall be supplied free of charge on the application of the Head of the department. G. G. O. no. 405
-21, dated the
16th March, 1900
(Home depart-
ment).

English translations of vernacular judgments in such cases shall also be supplied free of charge.

35. In order to prevent dismissed or undesirable subordinates who have resigned their appointments, or who have been removed from obtaining re-employment elsewhere, Conservators will send a list of such persons to each other Conservator by the end of July of each year. It will not be necessary to repeat annually the names of men who are permanently on the list, but all additions to, and removals from, the list will be intimated. No copy need be sent to the Chief Conservator. A copy of the list will be sent by each Conservator to each Divisional Officer. These lists are strictly confidential.

Section (iv)—Resignations and retirement.

36. (i) Under art. 37, F. D. C., the orders concerning the resignation of officers of the U. P. F. S. and S. F. S. are as follows:—The resignation of any officer may be accepted by the authority who has the power of appointment (see art. 16).

This rule also applies to permanent office and all temporary establishments (see arts. 22 and 24).

(ii) It is laid down in art. 378, M. G. O., that conditional resignations shall not be accepted. XIV, dated the
16th January, 1914.

37. (i) The rules concerning the retirement of non-gazetted (see art. 195, M. G. O.) officers in superior service are contained in arts. 1330 and 1365 to 1361, M. G. O.

(ii) The rules relating to pensions are contained in arts. 1365 to 1388, M. G. O., and in the C. S. R.

G. O. no. 1907/
X-184, dated the
8th August, 1913.

The rules contained in art. 907 *et seq.*, C. S. R., regarding verification of claims to pension or gratuity prior to the retirement of the officer concerned are of great importance and Government will take serious notice of neglect of these rules.

(ii) The rules for the identification of pensioners by means of thumb-impressions are as follows :—

Comptroller, In-
dia Treasuries' cir-
cular no. C189,
dated the 30th
May, 1900.

(1) All applicants for service pensions shall, at the time of preparation of their applications for pension, make before the Head of the office in the first page of their application for pension in the space provided therein for the purpose, an impression of the ball of the thumb of the left hand.

(2) An impression similar to that mentioned in rule (1) shall at the same time be taken on a slip of paper, and shall be attached to the application for pension.

(3) These impressions will be sent, together with the pension papers, to the officer reporting on the claim to pension, and be forwarded by him to the authority who has to sanction the pension. They will thereafter be forwarded by the sanctioning authority to the officer who audits payments of the pension.

(4) The impression given on the application for pension will serve in the auditing office as a permanent record of the impression, while that given on the separate slip will be pasted on the disbursing officer's half of the permanent pay order.

* * * * *

(12) On the renewing of a permanent pay order the original impression shall be cut off from the old and attached to the new order.

(13) Impression shall be taken in the following manner :—

A small quantity of ordinary printer's ink (which will be supplied by the Superintendent of Stationery, Calcutta) mixed with a very small quantity of sweet oil should be well rubbed with an india rubber roller on a tin slab until a very thin even layer is formed. The ball of the thumb of the left hand of the pensioner after being wiped should be laid on the inked slab and rolled from side to side (not rubbed) until sufficiently inked (this can be learnt from experience) and then lightly and carefully rolled on the paper on which the print is to be taken in such a way that the pattern of the whole of the ball of the thumb from side to side is clearly impressed on it. It must be specially borne in mind that any side movement either at the time of applying or removing the thumb will cause a smudge and spoil the impression.

* * * * *

(15) A thumb-impression should also be taken in the service books of persons in service in the space for "distinctive marks." In all cases when an officer is sent for medical examination, the examining medical officer or board should be asked to obtain the thumb-impression of the candidate for appointment, leave or pension on the medical certificate. This last impression should afterwards be verified with that in the service book by the Head of the office.

Section (v)—Postings and transfers.

38. Under art. 33, F. D. C., the orders concerning postings and transfers of officers of the Imperial, U. P. and Subordinate Forest Services are as follows :—

G. O. no. 878/
XIV—141, dated
the 4th December,
1915.

1. The Chief Conservator is authorized to arrange the postings and transfers of the gazetted officers (see art. 195, M. G. O.) of the Forest department other than Conservators and to notify these in Part I of the Local Government Gazette.

G. O. no. 46/
XIV, dated the
16th January, 1914.

2. Postings and transfers of officers of the S. F. S. will ordinarily be made by the authority having power of appointment (see art. 16); but—

G. O. no. 419L,
dated the 8th Octo-
ber, 1915.

- (a) the posting and transfer of any officer from one circle to another will be made by the Chief Conservator;
- (b) when any officer has been posted to a circle, the power of posting or transferring him within the circle rests with the Conservator;

(c) subject to the control of the Conservator, as regards officers of the Imperial and U. P. F. Services and rangers, Divisional Forest Officers may post or transfer any officer under their control to any charge within their jurisdiction.

G. O. no. 46/
XIV, dated the
16th January, 1914.

3. The above rule applies to permanent office and all temporary establishments (see arts. 22 and 24).

4. Conservators are authorized to transfer to foreign service within the United Provinces and to extend the period of such transfer of any officer whom they are authorized to appoint or transfer. They are also authorized to sanction transfers to temporary appointments outside the United Provinces.

G. O. no. 2207/
X—208, dated the
4th September
1914.

Section (vi)—Leave of absence.

39. The orders for the grant of leave of absence are as follows:—

1. Leave may be granted by the Local Government to gazetted officers of the Forest department, but the Local Government has delegated to the Chief Conservator the power to grant and notify in Part I of the Local Government Gazette, leave on average salary up to three months to gazetted officers of the Forest department other than Conservators, provided the necessary arrangements to carry on the absentee's duties can be made by him without reference to the Government, and provided no enhancement of the pay of any officer deputed to carry on such duties, is involved.

G. O. no. 878/
XIV—141, dated
the 4th December,
1915.

2. In dealing with applications for leave, Local Governments will take into consideration the fact that the staff allotted to each province cannot, as a rule, be augmented by the Government of India in order to provide substitutes for officers on leave. Local Governments will also attach due weight to the circumstance that work in many forests is confined to particular seasons of the year, and that the public service suffers when Forest Officers take leave during the working season.

3. With reference to art. 24, F. D. C., the names of Chief Conservators, Conservators and Deputy Conservators of and above 15 years service desirous of proceeding on leave between the 1st January and 30th June should be communicated to the Government of India not later than the preceding 1st December. Intimation of such leave must reach the Local Government not later than 15th November in each year. Period of leave likely to be granted and the date from which it will probably have effect may be stated in each case.

G. O. no. 991/
XIV, dated the
27th October, 1921.

4. (i) Leave may be granted to officers of the S. F. S. by the authority having power of appointment (see art. 16).

(ii) The same rule applies to permanent office establishments (see art. 22).

5. Leave may be granted to members of all temporary establishments by their immediate superior of the Imperial or U. P. F. Service.

G. O. no. 46/
XIV, dated the
16th January, 1914.

6. Special attention is directed to arts. 1349 and 1350, M. G. O.

40. (1) The subordinate forest service in all Circles except in the Kumaun Circle will be treated as a vacation department under Fundamental rule 82(a).

G. O. no. 5120/
XIV—108-22, dated
the 6th September,
1923.

The vacation period will be from the 1st June to 31st October in each year, but for any one member of the forest subordinate service the length of the vacation shall not exceed $2\frac{1}{2}$ months. No official will be entitled

to the whole or any part of the 2½ months vacation as a right, and the authority competent to grant leave may, when necessary, direct that any particular official shall remain at this post on duty throughout the whole vacation.

(2) Divisional Forest Officers and Conservators should arrange for the vacation leave of subordinates in accordance with the interests of Government and the mutual interests of the officials concerned.

(3) No officiating allowances will be given during vacation.

(4) Attention is invited to the subsidiary rules made by this Government under Fundamental Rule 82(a).

(5) Conservators can apply the above orders to one individual and not to another as seems best.

G. O. no. 54/
XIV—184, dated
the 29th January,
1908

(ii) Departmental leave on half pay during the recess, i.e., from 1st June to 31st October, may be granted to such forest subordinates of the Tarai and Bhabar Estates division as are not entitled to Tarai leave for one and a half months on full pay.

G. G. O no
934F/274-2, dated
the 2nd November,
1912.

41. The grant of casual leave is regulated by arts. 187 to 194 and 379A, M. G. O

G. O. no. 419L,
dated the 8th
October, 1915.

G. O. no. 46/
XIV, dated the
January, 1914.

The authorities empowered to grant casual leave are as follows:—

To Conservators	... The Chief Conservator.
To Officers of the Imperial or	The Conservator.
U. P. Forest Services work-	" "
ing directly under a Conser-	" "
vator.	" "

To all other officers	... Their immediate superior of not lower rank than Extra Assistant Conservator.
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G. O. no. 1283/
II—392, dated the
3rd April, 1918

(a) The limit of 10 days imposed by paragraph 188 of the M. G. O. in respect of the grant of casual leave is relaxed in favour of subordinates serving in the Kumaun Forest circle, so as to admit of the grant to those officials of ten days' casual leave, exclusive of the time required by them for the journey to and from their homes.

G. O. no. 4526/
II—392, dated the
20th September,
1918.

The same concession is permissible to subordinates serving in the Eastern and Western circles whose homes are in the hills and subordinates serving in the hill parts of the Western circle whose homes are in the plains.

Section (vii)—Changes in establishments.

42. (i) All changes in the *personnel* of establishments, and the grant of all leave to subordinate employees, sanctioned by Conservators will be intimated to the Accountant-General by them in form A6 (F. A. C. form 7) and form A6(a) (F. A. C. form 8).

Subordinates absent on deputation are also to be shown in form A6(a).

These forms will be despatched at the beginning of each month. They are not to be used in Divisional offices.

A. G.'s letter no.
M. A. S./1134,
dated the 8th
March, 1916, to the
Chief Conservator.

(ii) As rangers, head assistants and head clerks are borne on a provincial list it is necessary for Conservators to intimate monthly to the Chief Conservator the information necessary for the compilation of a complete leave return for those classes of officers which the Chief Conservator will forward in form A6(a) to the Accountant-General.

(iii) Changes and leave (other than casual leave) sanctioned by Conservators are communicated to Divisional Forest Officers by means of "Forest orders." Changes should be intimated in separate orders from leave and there should be a separate series of numbers for each. Divisional Forest Officers will observe the same system for changes and leave coming under their powers of sanction. A record of all forest orders will be maintained in a bound register, leave orders being kept in a separate part of the register.

43. A list of the establishment as it stood on 1st April is forwarded in Civil Account Code forms 3 and 4 annually to the Accountant-General (see art. 62, C. A. C.). Conservators concerned will submit the return for rangers, Head Assistants and Head Clerks to the Chief Conservator, who will consolidate them and forward a combined return. The lists of the rest of the establishment will be sent by Conservators to the Accountant-General direct.

Section (viii)—Position and duties.

44. All changes in the cadres of permanent establishments require the previous sanction of Government as laid down in art. 1362, M. G. O., which also lays down the circumstances under which proposition statements in Treasury form 358 are necessary.

45. Under art. 29, F. D. C., the duties of the Chief Conservator of Forests, United Provinces, are as follows:—

G. O. no. 419L,
dated the 8th October,
1915.

(i) The Chief Conservator will not occupy the position of a Secretary to Government, all forest matters continuing to be dealt with in the Forest branch of the Secretariat, but he will assist the Secretariat in dealing with forest business. He will be the local Head of the Forest department and the technical adviser of the Local Government in forest matters.

(ii) The Chief Conservator is empowered to deal on his own authority with professional questions, such as working plans, fire protection and sylvicultural operations generally, and with the matters regarding which powers have been delegated to him. On these questions, and on all other matters in connection with which powers may be delegated to him from time to time, Conservators will address all communications to the Chief Conservator. They will also address the Chief Conservator on all matters which concern more than one circle and on matters which involve any change in sanctioned budget grants or future budget provision. On all other matters Conservators will address the Local Government. All orders passed by the Local Government on forest matters will be shown, or communicated, to the Chief Conservator. It is regarded as a matter of the highest importance that the Chief Conservator's duties as principal adviser of Government in forest matters should not in any way interfere with the duties of inspection and touring which he is called upon to carry out as the Head of his department.

The Chief Conservator is further permitted, when he thinks it advisable, to address the Local Government officially on questions affecting large matters of policy, and on any technical matters which he may desire to bring to the notice of the Government.

(iii) Correspondence with the Inspector-General of Forests will be conducted between that officer and the Chief Conservator in all professional matters on which the Inspector-General of Forests and the Conservators have hitherto corresponded.

(iv) The Chief Conservator will supervise the framing of working plans. He will deal finally with all preliminary reports (art. 48, F. D. C.) and will submit completed plans (art. 53, F. D. C.) to the Local Government for sanction. In the matter of control of sanctioned plans (art. 57, F. D. C.) the Chief Conservator will take the place hitherto occupied by the Inspector-General of Forests.

(v) The Chief Conservator will supervise and control the systems of fire conservancy and methods of silvicultural improvement in vogue with a view to securing continuity of policy throughout the province. He will control all systems of sales, arrange for indents and supplies, such as railway and ordnance demands, supervise the collection of all economic products, and the conduct of forest research in communication with the President of the Imperial Forest Research Institute.

(vi) In the general duties of the Chief Conservator will be included the consolidation of the budget and appropriation proposals for the consideration of Government.

Demi-official no.
30-Special, dated
the 7th August,
1916.

(vii) Annual Forest Administration Reports of the several circles will, as heretofore, be prepared separately by the Conservators of Forests concerned, and forwarded to the Chief Conservator, who will consolidate them and submit a combined report to Government.

(viii) Annual Reports on Forest Botany, and on work done in connection with Forest Economics, will be submitted by Conservators and consolidated by the Chief Conservator, who will then forward the reports to the Forest Botanist and the President of the Research Institute respectively.

(ix) Annual Reports on forest research covering the period 1st April to 31st March will be drawn up in accordance with the prescribed headings and submitted by Conservators and consolidated by the Chief Conservator who will then forward the combined report to the President, Forest Research Institute and College, so as to reach him annually on the 15th July each year. Conservator's reports should reach the Chief Conservator's office not later than the 10th July each year.

(x) The headquarters of the Chief Conservator of Forests will be at Naini Tal. When possible he will make tours of inspection in the forests.

46. Under art. 29, F. D. C. (also see art. 30, F. D. C.), the position and duties assigned to Conservators are as follows :—

(i) The status of a Conservator is that of a " Head of a department " (see art. 1438, M. G. O.).

(ii) Conservators may correspond direct with the Local Government as laid down in art. 48(ii).

(iii) It is the duty of a Conservator to make frequent tours of inspection and to visit once a year as many of the forests under his control as possible. During these tours the following points should receive parti-

cular attention, and, if necessary, be specially reported on to the Local Government or the Chief Conservator :—

- (1) *Surveys and settlements* made or in progress and their cost, extent to which they are still required; nature and adequacy of the maps and settlement records prepared; results of working under the settlements in force.
- (2) *Working plans* already made or in progress and their cost, extent to which plans are still required; results of working of plans in force.
- (3) *Forest boundaries*, their nature and state of repair, demarcation work in progress and its cost, demarcation work still to be done.
- (4) *Roads, buildings and other similar works* in existence or under construction, their cost, state of repair; new roads, buildings or other works required.
- (4) *Executive and protective staff*, efficiency, state of discipline, etc.
- (6) *Condition of the forests*, the methods of treatment employed; natural reproduction, causes which interfere with it, etc.
- (7) *Protection of the forests from injury*, by man, by cattle, by fires, etc.; breaches of the Forest rules, their frequency and causes.
- (8) *Works of reproduction and cultural improvements*, extent, condition and cost of plantations made, condition of nurseries; new sowings or plantings required; thinnings, creeper-cutting, etc., extent to which carried on and required.
- (9) *Method of working and management in force*.—Advantages or otherwise of these methods, expenditure incurred on them; outturn of the forests and financial results.
- (10) *Timber depôts*, their situation and adequacy, condition in which kept; state of the records kept up in connection with them, etc.

(iv) The Conservator should further see that all money transactions are conducted in accordance with the rules in force; and he should examine the cost of current works, as well as of those which have been spread over several years. He should also ascertain that the Divisional Officer and other members of the controlling staff are conversant with their duties, that discipline is maintained, and that work is properly supervised.

(v) Conservators should submit to the Government and the Chief Conservator from time to time, when absent from headquarters, a list of the principal points in their proposed tour, and approximate dates of arrival at each. When necessary, any subsequent change in the programme should also be intimated. The general nature of the work on which Conservators will be engaged should be detailed in their programme of movements.

G. O. no. 539—
41-236, dated the
1st December,
1881, and para-
graph 2 of Cir-
cular no. 27F—8,
dated the 14th
January, 1885.

47. To enable the Conservator to maintain control over forest works when he is not on tour in the division, each Divisional Forest Officer will submit a progress report at such intervals as the Conservator may direct. Similarly Divisional Forest Officers will receive progress

reports from Range Officers accompanied by diaries in form A7. Reports and diaries in form A7 will also be submitted by such other subordinates as the Divisional Forest Officer may direct.

Notification no.
145/XIV-598A,
dated the 20th
February, 1902.

48. The relations of Commissioners and Deputy Commissioners in regard to Conservators and Forest Officers in respect of the administration of the forests in the several civil divisions and districts are regulated by the following rules* :—

I.—Subject to the following restrictions, the Divisional Forest Officer is to be subordinate to the District Officer of the Civil district in which the Forest division lies. If the Forest division lies in more than one district the Divisional Forest Officer will, in respect to the forests in each district, be subordinate to the District Officer of that district.

II.—All orders from the Conservators will be conveyed and all communication of orders correspondence conducted, on following principles :—

- (a) All correspondence on the subjects mentioned in the annexed schedule shall be carried on direct between the Conservator and the Divisional Forest Officer, and vice versa.
- (b) All correspondence on subjects not mentioned in the annexed schedule shall pass under flying docket addressed from the Conservator through the District Officer to the Divisional Forest Officer, and vice versa.
- (c) In those cases where the Divisional Forest Officer is subordinate to more than one District Officer at the same time, the correspondence shall be addressed through the District Officer concerned with the subject thereof, as relating specially to his district. But when the subject of the correspondence relates to more than one district, or has no special connection with any one district, then to obviate the delay which would otherwise occur in transmission, the correspondence may be addressed through the Commissioner :

Provided that in such case copies of correspondence shall ordinarily be supplied at the same time to the District Officers concerned.

- (d) Ordinarily the District Officer, or Commissioner, will after perusal of the correspondence addressed through him, merely record his signature under the word " Forwarded " in the flying docket, and without any unnecessary delay forward the correspondence to the Divisional Forest Officer, or the Conservator, as the case may be. He may, however, when he deems it necessary, record his remarks on any communication addressed to the Conservator by his departmental subordinates; and he may return to the Conservator for reconsideration any instructions addressed by the latter to the Divisional Forest Officer, stating the grounds on which he requests such reconsideration.

* Attention is also directed to arts. 533 and 534, M. G. O.

- (e) In the event of the District Officer and the Conservator differing on any matter connected with the correspondence passing through the office of the former, should the difference not be removed by mutual references, the point, with the correspondence out of which it arose, shall be submitted to the Commissioner, who shall endeavour to settle it with the Conservator and, if unable to do so, lay it before the Government for orders, informing the Conservator. The last course will necessarily be followed when the disagreement has arisen through the interposition of the Commissioner himself in respect of correspondence addressed through him.
- (f) In the case of any correspondence not included in the annexed schedule involving a point in which the orders of the Conservator are not final but which requires the orders of the Local or Supreme Government, the Conservator will forward the reference through the Commissioner's office in order to give the Commissioner an opportunity of recording his opinion, and in such cases the orders of the Government will be communicated to the Conservator through the Commissioner. In cases affecting estates under the Court of Wards or the rights or interests of landowners or tenants of Government estates, Commissioners will inform the Board of Revenue of the reference.

III.—The District Officer shall not issue orders affecting forest management to the Divisional Forest Officer direct, but in the event of his deeming it necessary to order him to proceed to a particular locality, he can do so, taking care to send a copy of such orders for the information of the Conservator.

IV.—The Conservator shall be the controlling authority in all matters of patronage in the subordinate branches and in all matters of departmental discipline.

V.—The responsibility of the Conservator shall remain unimpaired. He will be kept regularly informed of all orders issued on forest matters within his circle by District Officers, Commissioners and the Government; he shall be made acquainted with all business which passes between District Officers and Divisional Forest Officers; and, as a rule, he will be consulted on all forest business which comes before the Government or the Commissioner.

VI.—District Officers will be held responsible for seeing that their subordinate officials of all grades render reasonable and cordial assistance in the management and protection of the State forests. All distinctions and practices having an opposite tendency, or calculated to convey the impression that civil and police officers have no concern with Government work in the Forest department, should be discouraged. The District Officers may authorize their Divisional Forest Officers to address orders to subordinate officials

(not belonging to the Forest department) direct in matters in connection with which it may be convenient that the Divisional Forest Officers should, in ordinary cases, act without previous reference to the District Officer.

G. O. no. 740/
III—498C-17, da-
ted the 16th May,
1900.

VII.—As regards personal conference between Heads of departments and the Commissioners of divisions and District and Divisional Officers, the Governor has no wish to lay down a hard-and-fast rule on the subject; but he considers that Heads of departments when visiting districts, should, as a general rule, take an opportunity of conferring with the Magistrates (and when the district is a divisional headquarters, with the Commissioners as well) on the various subjects connected with their departmental inspections in order to learn the views of the District and Divisional Officers and to bring to their attention any matters which are of importance.

SCHEDULE.

(See rule II a.)

List of subjects in respect to which correspondence may be carried on direct between the Conservator and the Divisional Forest Officer.

All subjects of a purely departmental or professional nature having no bearing on the surrounding population and civil administration, and with which the District Officer may, *prima facie*, be supposed to have no concern such as—

- (1) divisional accounts and subjects relating to the expenditure and receipts of the division;
- (2) subordinate forest establishments and subjects relating to the leave, pay, pensions, allowances, conduct, occupation, promotion, journeying, distribution, increase, decrease and transfers of the same;
- (3) valuation, surveys, sowings and planting, felling, extraction, conveyance, custody, deposit and disposal of forest produce, and sylvicultural operations of all kinds;
- (4) departmental cattle (elephants, etc.), stores, tools and plant, office records, books and maps, stationery, printing, exhibitions and specimens, statistics of all sorts, furniture, tents and camp equipage.

G. O. no. 95/
XIV—10, dated the
12th February,
1917.

VIII.—The following procedure applies specially to the hill divisions of Kumaun :—

- (a) Divisional Forest Officers will submit monthly a return of forest offences compounded under section 67 of the Forest Act to the Conservator through the Deputy Commissioner and Commissioner. These officers may record any remarks they consider necessary on the action taken by Divisional Officers in relation to the composition of forest offences.
- (b) Deputy Commissioners have the power to call for any documents from the Range or Divisional Forest offices.
- (c) Deputy Commissioners have authority to issue direct orders to Divisional Officers except on matters involving technical questions. A copy of orders so issued will be forwarded to the Conservator direct.

- (d) All proposals connected with schedules of rates, the sale of minor produce by contract (except resin) will be sent up to Conservator through the Deputy Commissioner and Commissioner, who may enter such remarks as they consider necessary.
- (e) Divisional Budget estimate will be submitted through the Deputy Commissioner and Commissioner, who may record their opinion on all matters not of a strictly technical nature.

49. With a view to the recognition of their status as trusted public servants, forest rangers of the 1st, 2nd and 3rd grades rank next below the corresponding grades of police inspectors, and the 4th and 5th grade forest rangers next below the 4th grade of police inspectors. G. O. no. 129F-61, dated the 19th March, 1897.

Section (ix) Miscellaneous rules for subordinates.

50. (i) In order that the Conservator may be kept informed of the merits of subordinates of the executive and office staffs so that he may be able to exercise the powers of promotion, etc., vested in him, Divisional Officers shall furnish him with yearly reports on their subordinates, on the 1st July, in form A9. The classes of officers to be reported on are rangers, deputy rangers, foresters, forest guards qualified for promotion to forester [see art. 16, III 5 (a) (b)], any other subordinates holding the Forester's certificate of the training class and permanent clerks of 10 years' service and over.

(ii) Conservators will forward on the 15th July each year to Chief Conservator confidential remarks on the fitness or otherwise for promotion of Rangers Head Assistants and Head Clerks.

51. (i) The rules regarding the maintenance of service-books are laid down in subsidiary rules made under Fundamental Rule 74 (a).

(ii) In the case of an officer whose year of birth is known but not the exact date, the 1st July should be treated as the date of birth for the purpose of determining the date on which he should be held to have attained the age of 55 years. G. O. no. 5391/X-227, dated the 21st November, 1896.

And similarly when the month of birth, but not the exact date, is known, the 16th day of the month should be treated as the date of the officer's birth. G. O. no. 617/X-1-1908, dated the 31st January, 1908.

Heads of departments have been authorized to sanction alterations in the date of birth in service-books only when the correct date of birth is clearly proved. G. O. no. 3586/X-472, dated the 18th August, 1906.

Proposals for a change should be thoroughly scrutinized, and care should be taken to see that the orders in art. 1336, M. G. O., are observed.

Service rolls instead of service-books should be maintained for all inferior servants. G. O. no. 1668/X-59, dated the 2nd July, 1917.

Service-rolls should also be maintained for men employed on the temporary establishments, as not a few cases occur where the services of such men are continuous and their posts are ultimately made permanent,

e.g. the acquisition of new areas necessitates additions to the establishment, which usually being on a temporary footing and terminate in being merged in the permanent establishment.

52. The rules for the maintenance of character rolls (form Misc. 3c) are laid down in arts. 355 to 366, M. G. O. Character rolls are not required for persons on daily labour nor for the menials mentioned in art. 7.

53. The orders of Government concerning relationships among subordinate officers are laid in arts. 344, 345 and 357, M. G. O.

54. The following rules regarding the securities of subordinates in the Forest department of the province have been prescribed :—

G. O. no. 288/
XIV—901, dated
the 12th April,
1901.

I.—All subordinates who have the custody of Government moneys or who deal with collection of forest revenue should be made to furnish security. The Divisional Officer is responsible that the security furnished is trustworthy and sufficient. If personal security is taken the sureties should be approved by the Conservator after due inquiry, and steps should be taken to examine periodically into the continued existence and reliability of the sureties.

G. O. no. 1477/
X—125, dated the
10th June, 1911.

When a man required to furnish security gives it in the form of landed property, the property is only liable to the extent of his own share, excluding that of his sons or other co-sharers.

II.—If the security is given in cash, it shall be deposited in the Post Office Savings Bank indicated by the Divisional Forest Officer, and pledged to the Divisional Forest Officer as a security deposit in accordance with the Post Office Savings Bank security deposit rules. If the security is given in Government promissory notes, the notes will be endorsed over and remitted to the Comptroller-General, as required by the resolution of the Government of India, Finance and Commerce department, no. 276, dated 30th April, 1880.

III.—If an officer required to pay cash security is unable to deposit in a single payment the full amount of security due from him, he will be required to deposit the balance (or in exceptional cases the whole) in the Post Office Savings Bank indicated by the Divisional Forest Officer, by monthly instalments, which will be deducted from his salary and paid into the Savings Bank, at the following rates :—

Men drawing up to Rs. 12 per mensem not less than one anna per rupee.

Men drawing Rs. 13 to Rs. 99 per mensem not less than 2 annas per rupee.

Ditto	100	150	ditto	4	ditto.
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IV.—Every officer who, under rule III, pays a portion or the whole amount of the security due from him by instalments, shall give a security bond in the form (no. A 11) attached to these rules (or with the sanction of the Conservator in each case, security in real property) for the full amount due deducting such amount as he may have already deposited in cash at the time these rules came into force. This bond shall remain in force until the full amount due shall have been deposited by him in cash.

Forest guards and peons shall give a security bond executed by some person of known respectability in lieu of the security bond attached to these rules, in the following form (no. A 11A) :—

I know to be an honest man, and I agree to forfeit Rs. 50 if called upon to do so should he be proved, to the satisfaction of the Conservator of Forests, to have misappropriated, or to have wilfully or by neglect allowed to be misappropriated, Government money or property.

In all cases the sureties must be approved by the Divisional Forest Officer in consultation with the District Officer.

V.—On opening their deposit account in the Post Office Savings Bank the depositors will fill in and send to the Post Master, through the Divisional Forest Officer, the letter pledging the amount of their deposits, past and future, to the Divisional Forest Officer in the form prescribed for security deposit pledged in the Post Office Savings Bank rules.

VI.—Officers who have already given security in real property (house or land) and those who have already given personal security, are required to make the above deposits in cash and also to execute the security bond prescribed in rule V : such security as has already been given by them remaining in force until the security bond required by rule V has been executed and accepted by the Divisional Forest Officer.

VII.—Promissory notes or cash lodged as security may be returned after six months have expired from the date of vacation of his appointment by the officer; but the security bonds given under rule V that have not been redeemed should be retained until it is certain that there is no necessity for retaining them.

VIII.—A register of security should be kept in the Divisional Forest office in the form (no. A 12) attached below:—

Register of security deposits and of bonds.

Name and designation of officer.	Amount of security required.	Number and date of letter of pledge, and post office to which sent.	Value of security furnished to date in promissory notes and in cash.		Date of entry.	Date of bond	Number and date of letter despatching the promissory notes to the Comptroller and Auditor-General.	Remarks.
			In what form *	Amount.				
1	2	3	4	5	6	7	8	9

* If in promissory notes, quote number and date.

Form A 11.

FORM OF SECURITY BOND.

(See rule IV.)

Know all men by these presents that we A, B, C, D, and E, F are held and firmly bound unto the Secretary of State for India in Council in the sum of Rupees _____ for which payment to be made we bind ourselves, our heirs and legal representatives jointly, and every two of us bind ourselves, our heirs and legal representatives jointly, and each of us binds himself, his heirs and legal representatives severally, firmly by these presents this _____ day of _____ 19____.

WHEREAS the said AB _____, son of _____, caste _____, resident of _____, has entered into the service of the Secretary of State for India in Council in the Forest department, upon condition that he, with two sufficient sureties, should enter into a bond for his good conduct and for the faithful discharge of his duties in the said service and the indemnity of the said Secretary of State against loss by reasons of the acts or defaults of the said A B;

WHEREAS the said C D and E F have accordingly, as such sureties, agreed to execute the said bond with such conditions hereinafter written;

Now the condition of this obligation is such that if the said A B has at all times since the commencement of his service well and duly paid and applied, and shall hereafter at all times well and duly apply and pay, all moneys, stores and property of all kinds whatsoever, which he has been or shall be entrusted with, or which he has received or shall receive in the course of his service, on account of the Government, or under colour of or by means of such service according to the true intent and purpose for which such money, stores and property have been or shall be entrusted to or received by him;

FURTHER that, if he has since the commencement of his service rendered and shall hereafter at all times render a true account of such moneys, stores and property, as shall be required of him by his authorized superiors, and shall duly refund or account for in full, as the case may be, all such sums of money and the value of all stores and other property as may be jointly disallowed or retrenched from his accounts or disbursements by the officers duly empowered, to pass or audit his accounts;

FURTHER, that if he shall in all things honestly and faithfully, and to the best of his ability discharge the duties devolving on him in respect of the said service, and shall not be guilty of any breach or neglect of duty other than as aforesaid:—

Then the above written bond shall be void; otherwise to be and remain in full force and virtue.

In WITNESS WHEREOF the said _____ and his sureties have hereto set their hand this _____ day of _____ 19____, at _____, in the United Provinces. In the presence of—

(1)

(2)

NOTE.—If executed by a company, the instrument must be signed conformably to their articles of association or other constituting instrument; and if by a firm, then by all the partners, or by one or more partners duly authorized to bind the firm.

55. The general principle to be observed in regard to the requiring of security is that no officer should be entrusted with money who does not furnish security. The security to be taken should be equal to the maximum amount which the officer ordinarily has in his hands at one time, and the sum left in the hands of the subordinate should not, save in very special circumstances, be more than the amount of security taken.

The responsibility for seeing that the security furnished is adequate rests with the Divisional Forest Officer, and it is not desirable to weaken that responsibility by prescribing that officials on a certain rate of pay must give security in a definite amount. Some of the officials may have no control over money at all, while to others it may be necessary to entrust much larger sums than the rules provide security to cover.

56. Rules regarding deduction and adjustment of money on account of security furnished by forest subordinates, United Provinces :—

1. The Divisional Forest Officer shall be responsible that the monthly security deductions are regularly made and entered in the prescribed register form A13, an abstract of which for the current year will form part of the tour records.

G. O. no. 516/
XIV—991, dated
the 12th August,
1903.

2. The Divisional Forest Officer will every month exclude from the amounts of the cheques, which he issues for salaries, all the deductions to be made on account of security deposits and will then remit the aggregate amount of such deductions, *minus* those referred to in rule 5 to the Post Office Savings Bank by a cheque payable to the Post Master and forwarded with a nominal list of the various deposits to be made. Any portion of the amount of the cheque, which cannot for any reason be accepted in deposit and is in consequence returned by the Post Master, will be at once entered on the debit side of the Divisional office daily cash book and added to the Divisional office cash balance.

3. The Divisional Forest Officer will each month compare the savings bank pass books with the register of deposits and submit a certificate in form A13(b) to that effect to the Conservator along with the monthly account.

4. Once a year, on 1st August, or as soon as practicable after the pass-books have been balanced by the Post Office,* a return in the annexed form A13 (a) will be sent to each Range Officer, showing the amount standing to the credit of each individual serving in the range from whom cash security is taken. Should anyone question the correctness of his account, the Range Officer will at once make the necessary reference to the Divisional Officer.

5. In regard to those men whose pass-books, owing to recent transfer, have not yet been received from their previous division the usual deduction for security deposit will not be made from the salary cheque.

* NOTE.—The pass-books should be sent annually to the post office for this purpose
1st April

On the receipt of the pass-books the deposits in arrear will be deducted from the next pay bills and sent to the post office in addition to the deductions on account of the current month.

6. In the case of men absent on leave, the several deductions overdue from them on account of security will be made on the first occasion on which their arrears of pay are disbursed.

7. When the pass-book of any depositor is complete, the Post Master will be asked officially in writing to open a new one, transferring to it the amount of the used up book. On no consideration whatsoever will the amount of the latter be withdrawn and then paid back into the post office in order to start a new account. There will thus be no handling of money in beginning a new pass-book. No individual will have more than one security deposit account and consequently a new pass-book will not be started until the pass-book in use is quite filled up.

8. In the event of a depositor being transferred to a post to which no responsibility in respect of money is attached, further deductions from salary will cease, but the amount in deposit will continue to be pledged to the Government.

9. As soon as the amount in deposit is sufficient, the depositor may, at his option, let the money remain in the Post Office Savings Bank, or request that Government paper to the extent of as many hundreds of rupees of stock as the sum at his credit admits shall be purchased on his behalf.

The balance of the deposit after purchase of the promissory notes shall remain in the Post Office Savings Bank. Such Government paper shall be left in the custody of the Comptroller of Currency. The depositor will receive the interest accruing on his paper. The procedure to be followed in the purchase and custody of Government paper is fully described in Chapter VIII of the Government Securities Manual.

10. All correspondence and other papers connected with the subject of security deposits will be signed by the Divisional Forest Officer alone, never under any circumstances by any clerk.

Form A13 (a).

Abstract showing the details of the security deposit accounts of the officials of the range, division, for the year ending 19 .

[Referred to in rule 4.]

Serial number.	Name--Designation--		Number of--		Amount to credit at the beginning of the year.	Interest added during the year.	Withdrawals made during the year.	Deposits made during the year.	Amount to credit on last day of the year.	Remarks.
	Of official.		Account.	Pass-book.						

The

19

Officer in charge,

G. O. no 173F
2128, dated the
11th March, 1885,
and no 117F/25-
15, dated the 5th
April, 1887.

57. The rules for the supply and wearing of uniform by the subordinates of the Forest department are as under :—

1. All Indian members of the S. F. S. on the permanent and temporary establishments, provided the latter are sanctioned for the full year, shall wear the uniform of their rank when on duty.

And no 16/XIV,
dated the 16th
January, 1911

2. The following is a description of the uniform to be worn by the various subordinates :—

(a) FOREST RANGERS.

- (i) *Pagri* of green silk or cotton with gold fringe.
- (ii) *Tunic* of khaki with silver thread round the collar and an Austrian knot of silver thread on each arm. Cost to be borne by officer.
- (iii) *Pyjamas* and *pattis* of khaki.
- (iv) *Belt* of brown leather, Sam Brown pattern, with small round silver plate bearing the words "Forest Ranger" as below. Cost to be borne by the Government up to a limit of Rs. 20 in each case. The leather to last at least four years. Plate and fastening not to be renewed without special sanction of the Government.
- (v) *Arms*—an ornamental hunting knife. Part cost will be borne by the Government up to a limit of Rs. 7.

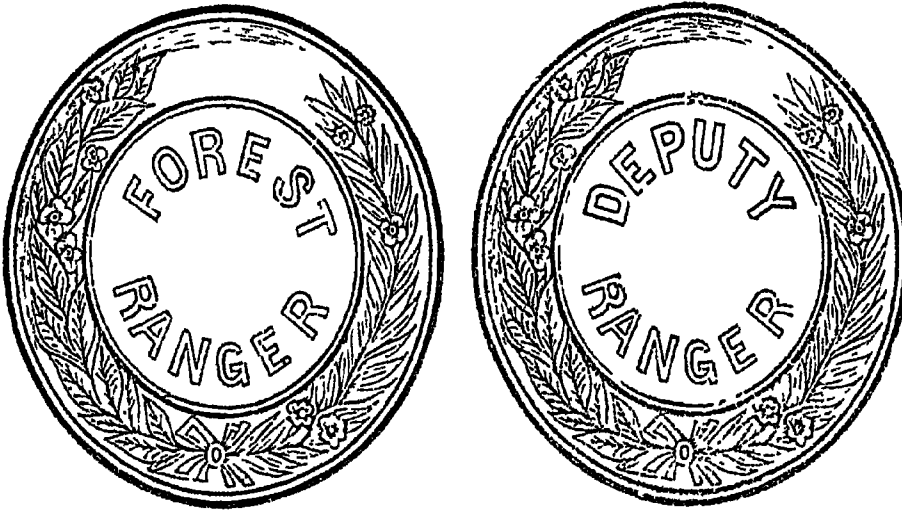
G. O. no 959F-
2576, dated the
16th November,
1902.

G. O. no. 918/
XIV—25, dated the
21st December,
1900.

(b) DEPUTY RANGERS.

- (i) *Pagri* of green silk or cotton with silver fringe.
- (ii) *Tunic* of khaki with white cotton braid round the collar, and an Austrian knot of white cotton braid on each arm. Cost to be borne by officer.
- (iii) *Pyjamas* and *pattis* of khaki.
- (iv) *Belt*, brown leather of ordinary pattern with a silver plate bearing the words "Deputy Ranger" as below. Cost to be borne by the Government. The leather to last at least four years. Plate and fastenings not to be renewed without the special sanction of Government.

(v) *Arms*—Nil.



(c) FORESTERS AND SUBORDINATES ON PAY RANGING
FROM Rs. 20 to Rs. 40 PER MENSEM.

- | | |
|--|--|
| (i) <i>Pagri</i> of green cotton with red fringe. | Cost to be borne by the Government. To last at least two years. |
| (ii) <i>Tunic</i> , <i>pyjamas</i> and <i>pattis</i> of khaki green worsted thread round the collar of the tunic, a green Austrian knot on each cuff and a green chevron $\frac{3}{4}$ " wide above the elbow on the left arm. | Cost to be borne by the Government. |
| (iii) <i>Belt</i> , brown leather of ordinary pattern with brass plate, bearing the letter "F" in the case of foresters. | Cost to be borne by the Government. The leather to last at least four years. |
| (iv) <i>Arms</i> —a khukri (of the Gurkha regimental pattern) or a marking hatchet. | Cost to be borne by the Government. |

G. O. no. 110/
XIV—100 1905, da-
ted the 19th Feb-
ruary, 1906

(d) OTHER SUBORDINATES ON PAY UP TO Rs. 19 PER
MENSEM.

- | | |
|--|--|
| (i) <i>Pagri</i> of green cotton with red edging. | Cost to be borne by the Government. To last at least two years. |
| (ii) <i>Tunic</i> , <i>pyjamas</i> and <i>pattis</i> of khaki. | Cost to be borne by the Government. |
| (iii) <i>Belt</i> , brown leather of ordinary pattern with a brass plate bearing the name of the division, and the serial number in the case of forest guards. | Cost to be borne by the Government. The leather to last at least four years. |

G. O. no. 110/
XIV—100 1905, da-
ted the 19th Feb-
ruary, 1906

- (iv) *Arms*—a khukri (of the Gurkha regimental pattern) or marking hatchet. Cost to be borne by the Government.

G O. no 161F-252 55, dated the 11th March, 1890.
G O no 225/XIV-29, dated the 23rd May, 1908, and no 46/XIV, dated the 16th January, 1914.

NOTES.—(a) Dépôt and export muharrirs on less than 12 months' establishment shall be given uniform biennially.

(b) A supply of buttons will be kept in the various divisions and distributed as required.

(c) In the Kumaun circle instead of items (c) (ii) and (d) (ii) above being given annually, warm clothing is given instead in alternate years.

3. For *fire-watchers*.—Entertained for a limited period annually and paid under daily labour, a red and white *pagri* will be provided by the Government, each to last at least four years.

4. All subordinates on the temporary Forest establishment drawing a monthly salary of Rs. 65 or less who are entertained on less than a full year's sanction, should be supplied with uniform once every second year.

G O no 110/XIV-100 1905, dated the 10th February, 1906.
G O. no. 441/E W/XII-45, dated the 16th August, 1922.

58. I.—The peons of the General Direction division and of all divisions in the Western Circle (including the chankidar of the Direction division office) also those of the Direction divisions of the Eastern and Working Plan Circles and of the Silviculturist division receive warm or khaki clothing alternately each year. Peons who are required to perform outdoor duties may be supplied with Willeson canvas capes in accordance with paragraph 3-XIII of the Liveries Committee's proposals.

G O no 325/XIV-31, dated the 14th April, 1914.

II—Chaprasis, malis and plantation watchmen in the hills are allowed a blanket annually.

G O. no 325/XIV-31, dated the 14th April, 1914.

III.—The following menials whose pay is charged to contingencies under art. 7(i) (3) should be supplied with a *pagri* every second year, namely, khalasis and runners. Those in the hills are also allowed a blanket annually.

G O no 1771, dated the 1st December, 1879.

IV.—Umbrellas are not provided for chaprasis and orderlies at Government expense.

V.—Syces employed in the Kumaun Circle to look after the pack ponies are supplied with a blanket annually and a *pagree* every second year.

59. Divisional Officers will be held responsible that their subordinates are neatly and uniformly dressed according to a standard pattern. A clothing account will be established for the supply of those articles of uniform the cost of which does not fall on the Government. The amount required for the purchase of material will be advanced by the Government. The cost of all clothing supplied to subordinates should be repaid within six months from the date of supply, and a rate of monthly deduction from their pay for (this purchase) should be fixed at the time the uniform is supplied. The repayments will commence from the month in which the clothing is provided. The account will be kept by divisions.

60. For the information of the Accounts department a statement in form A14 should be appended to the contingent bill in which the charges are incurred.

The cost of articles detailed above in arts. 57 and 58 will be as fixed from time to time by the stores department.

61. Conservators of Forests are authorized to grant chevrons on the recommendation of the Divisional Officer for approved service and good conduct to foresters and forest guards; the chevron to be worn on the coat-sleeve, up to a maximum of three per man.

G. O. no. 9798
F-308A, dated the
27th January, 1893.
G. G. O. no. 21
F, dated the 14th
July, 1892.

With regard to the size and shape of the chevrons, the approved pattern can be obtained from the Conservator, Western circle.

PART III.

EXAMINATIONS.

62. Under the note to art. 40, F. D. C., the principal languages for the United Provinces are Urdu and Hindi.

63. (1) Under art. 41, F. D. C., the "Rules for the conduct of departmental examinations in the United Provinces" are reproduced in Appendix III. In accordance with rule 9 on the appearance in the Government Gazette of the notification fixing the dates of the examination, the Chief Conservator will at once furnish the President, Central Examination Committee, Lucknow, with a list in the form prescribed of the examinees who wish to attend at the examination and specify the subjects in which they are to be examined.

For this purpose Divisional Forest Officers will submit to the Conservator not later than the 1st February and 1st August in each year a list of candidates and the subjects in which they wish to appear. Range Officers will submit the information to the Divisional Forest Officers a fortnight earlier than the above dates.

(ii) Members of the temporary staff other than Indians as defined in art. 37, C. S. R., employed in factories and commercial ventures may be permitted to present themselves for examination in the Lower Standard of the vernacular examination for Forest Officers if they have not already at the time of their engagement passed any Lower Standard examination in Urdu or Hindi, and on their passing such examination they may be paid a reward of Rs. 250, subject to the condition that the examination must be passed within one year of the officer joining his first appointment under the Forest department.

G. O. no. 1909/
XIV—118, dated
the 29th Novem-
ber, 1920.

Chapter II.—Management and working of the Forests.

64. It is the policy of Government to endeavour to preserve all wooded areas in the United Provinces and to attempt the *reboisement* of areas which have been denuded of trees.

65. The procedure to be observed in the constitution of reserved forests is laid down in Chapter II of the Indian Forest Act (Act VII of the 31st August, 1878), and explained at length in Baden-Powell's Forest Law, Part III. It is the duty of the Forest Settlement Officer to make himself thoroughly acquainted with the law on the subject. The following instructions are intended to elucidate and draw attention to the leading points which concern a Forest Settlement Officer; they are not intended to relieve the Forest Settlement Officer of the obligation of studying the forest law for himself, and thereby rendering himself familiar with the duties of his office :—

G. G. O. no.
15F-216-1. dated
the 31st August, 1878.
1896.
G. O. no. 285/
XIV-328, dated
the 29th May, 1897.

1. After the publication of a notification under section 4 of the Act, and the appointment of a Forest Settlement Officer, the first step to be taken by the Forest Settlement Officer is the publication of a proclamation under section 6 specifying the situation and limit of the proposed reserve (as indicated by the preliminary demarcation of the area by the Forest department, the map or tracing prepared by the same agency to illustrate this demarcation to be later on made over to the Forest Settlement Officer when he receives his instruction, and the published notification under section 4 of the Act giving the details of the works), explaining the consequences which will ensue on the reservation of the forest, and requiring all persons claiming any right in or over such forest to specify within the prescribed period, either in writing or verbally, the nature of such right and the amount and particulars of the compensation (if any) claimed in respect thereof. A period of at least three months from the date of the publication of the proclamation must be allowed for the presentation of claims, and the proclamation must be published in the language of the country and be posted in every town and village in the vicinity of the proposed reserve. Copies of the proclamation should also be sent for distribution to the patwaris and headmen of circles and villages in the neighbourhood. The Forest Settlement Officer should, moreover, not merely publish and distribute the proclamation as above, but explain its meaning at every convenient opportunity to the subordinate revenue officials, headmen of villages and even to the villagers and others nearly concerned. The action taken by the Forest Settlement Officer in the matter of publishing and explaining the proclamation should be recorded in his proceedings.

2. As soon as practicable after the issue of the proclamation prescribed in section 6, the Forest Settlement Officer should visit the proposed reserve. He should inspect as much as possible of it and afford the people likely to be affected by the proposed reservation full opportunity of putting forward their claims on the spot, with which object he should remain for some time in or near the proposed reserve.

3. The Forest Settlement Officer is bound by law to take down in writing all statements of claims made under section 6 of the Act and to inquire into the same; and even in the case of practices not actually brought to his notice under section 6 it is his duty to ascertain all that may be ascertainable on the subject from the records of the Government and the evidence of persons likely to be acquainted with the same; and to deal with such practices as if the claims thereto had been formally preferred under section 6. The inquiry should consequently not be confined to merely recording evidence produced by claimants or by the Forest Officer. The Forest Settlement Officer should himself call for and examine any persons whom he may think likely to have knowledge of the facts. Under section 8, the Forest Settlement Officer has power to summon witnesses and to require the production of documents, etc. It is his duty to ascertain the facts and he is bound to inquire, not only into claims put forward by the people, but also into the existence of any right of practice, though no formal claim may have been presented under section 6 of the Act. In short, it is the business of the Forest Settlement Officer to ascertain, by full and careful inquiry, the actual state of things, the manner in which the reservation, if carried out, will affect the people in the neighbourhood, the rights to which they are already legally entitled, and the concessions which it is desirable for the Government to extend to them in the future. It must be here, however, clearly understood that, as Forest Settlement Officer framing a record of legally established rights, he has no power to confer, by entry in the record, any rights which have not been satisfactorily established as existent, merely because he thinks it expedient to grant them. But, on the other hand, he is bound to express fully, in reporting his operations to the Government, his opinion and advice as to any practices which, though not satisfactorily proved to be existing rights, he may think it advisable to sanction as of right or as merely terminable concessions in the interests of the people. The record of the Forest Settlement Officer must thus deal with legally established rights only: he must leave it to the Government to decide later on what additional burdens, in the shape of non-established rights or mere terminable concessions, it is desirable to impose on the forest in the interests of the people.

4. When claimants appear in person and make verbal statements of their claims the Forest Settlement Officer shall record the substance of the statements. Written statements must be stamped in accordance with the Court Fees Act, 1870.

5. Copies of evidence, of documents filed and of the decisions recorded by the Forest Settlement Officer may be granted to claimants under the rules regulating the grant of copies in Collectors' and Deputy Commissioners' offices. Such copies must be stamped under the Court Fees Act, 1870.

6. Claims on behalf of a family may be presented by any member of that family; on behalf of a tribe or community by any member of the tribe or community; on behalf of joint claimants or *pattidars* by any one of the joint claimants or *pattidars*; and on behalf of a village by the headman of the village. Otherwise all claimants must arrange to represent themselves.

7. The Forest Settlement Officer may, at any time, join any number of claims, provided they all relate to the same proposed reserve, in order to hold a common inquiry; or he may sever any claims joint or jointly made in order to hold separate inquiries at his discretion. It shall not be necessary to take a second time evidence already recorded in an inquiry relating to another claim. But if, in deciding upon the claim of any person, the Forest Settlement Officer shall admit previously recorded evidence or shall recite a previous decision in disposing of a case, the person whose claim is thus treated shall be entitled to obtain a copy of such previous evidence, documents or decision, as if it had been recorded during the inquiry into his own claim.

8. Claimants may employ a legal practitioner or other person to appear on their behalf. In such cases the Forest Settlement Officer will require the production of the usual stamped authority.

9. The Forest Settlement Officer shall examine claimants and witnesses upon oath or solemn affirmation. Process fees according to the scale laid down for courts of Assistant Collectors of the 1st class shall be required from claimants (but not from the Forest Officer attending the inquiry) if application is made to compel the attendance of witnesses or the production of documents.

10. The Forest Officer attending the inquiry shall have powers similar to those of a defendant in a civil suit. He may cross-examine witnesses, may produce evidence to rebut claims, and may comment on any document produced. He may peruse and take copies of any documents or evidence, and no court fees shall be required of him. If he desires to prefer an appeal against any decision, the Forest Settlement Officer shall give him a duly certified copy of such decision and will meet the cost from the contingencies of the Forest Settlement grant.

11. The Forest Settlement Officer shall give reasonable notice to the Divisional Forest Officer of the dates fixed by him for inquiring into claims. If the Divisional Forest Officer is himself unable to attend on these occasions or to depute a suitable representative (not below the rank of an Extra Assistant Conservator of Forests) in his place he may forward to the Forest Settlement Officer any statement he may wish to make in writing with any documents he may wish to put in. He may in such cases, if he so desires, depute a subordinate (not below the rank of a ranger) to explain, if necessary, the statement submitted by him. The Forest Settlement Officer shall, as far as may be convenient, meet the wishes of the Forest department by adjourning inquiries to give time to consult the Conservator, District Officer, or Commissioner.

12. The views of the District Officer or Commissioner in cases regarding land (the claims to which are being investigated under section 10 of the Act), or of the Conservator on any question which may arise, should be placed before the Forest Settlement Officer by the Forest Officer in the form of a written note. Such written note shall be read aloud and shall form part of the record and shall be explained to the claimants in their vernacular language if they do not understand English.

13. The Forest Settlement Officer shall keep a diary of his proceedings from day to day, which should be clearly written up and should be initialled by himself every evening.

14. (a) The claims on which the Forest Settlement Officer will have to adjudicate will usually be of two classes :—

- (i) Claims to land.
- (ii) Claims to rights of the nature of easements, specified in section 11 of the Act.

(b) He will record the evidence and decide on the claim in each case in the manner prescribed by the Code of Civil Procedure for adoption in appealable cases. He will also maintain two registers (A and B) in the accompanying forms and will enter in the former all claims as they are received and in the latter all claims as they are disposed of. Register B (or a fair signed copy thereof) must, upon the completion of the operations be forwarded to the Government through the Commissioner of the division and the Conservator, with the draft notification under section 19 of the Act, together with (1) an abstract statement of admitted claims (for publication in the gazette) in form C (or in such corresponding form as the special conditions of the case will admit); (2) a summary report of the Forest Settlement Officer's proceedings, which should contain his recommendations, if any, for sanctioning, as of privilege, the continuance of practices which, although not claimable as of right, and consequently not entered in the abstract as admitted rights, are in the opinion of the Forest Settlement Officer advisable in the interests of the welfare of the people (such concessions should be indicated by the letter C in the abstract); (3) the boundary map or tracing of the proposed reserve supplied to the Forest Settlement Officer under rule 2, showing in a clear and unmistakable manner the boundaries of the reserve as ultimately adopted by him and specified in his final draft notification under section 19 of the Act.

(c) When a claim comes partly under section 10 and partly under section 11 of the Act, the Forest Settlement Officer will separate those parts of it which fall under section 10 from those which fall under section 11, and will enter them in his register as distinct claims.

(d) In cases in which appeals are preferred against his decisions the Forest Settlement Officer will obtain copies of the appellate decisions, which should form part of the settlement record. A brief abstract of each appellate judgment should also be prepared and entered in the appropriate column of register B, reference being made in the "remark" column to the number and date of such judgment.

15. When the Forest Settlement Officer has admitted a claim, the Forest Officer attending the inquiry or, failing such, the Divisional Forest Officer will state which among the courses provided in sections 9A, 10, 14 and 15 of the Act it is desirable to follow, and may apply for an adjournment to enable him to take advice of superior authority before doing so. The Forest Settlement Officer will hear the claimant whose claim has been admitted before deciding what action he will take in the matter.

16. The grant, under sections 9A, 10, 14 and 15 of the Act, by the Forest Settlement Officer, of unreserved land or of rights over such land in exchange for land or in commutation of rights admitted in a reserved forest, requires the Commissioner's approval. The grant of reserved forest or of rights over it requires the sanction of the Local Government.

Art. 65.]

FÖREST MÄNUÄL.

17. When the Settlement Officer acts under section 15 and commutes a right of pasture or to forest produce by a grant of money or land such commutation shall ordinarily be calculated as follows :—

- (a) If in money, at 20 years' purchase of the annual value of the right, as ascertained by the Forest Settlement Officer.
- (b) If paid for in land, the assessment of the land should be equal to the annual value of the commuted right as estimated by the Forest Settlement Officer.

REGISTER A.

[See rule 15 (b).]

Register of claims preferred to lands, rights to forest produce or easements in the proposed reserved forest.

Number.	Names of claimants.	Description and address of claimants.	Date of presentation of claims.	Nature and extent of claim preferred.	Number in Register B	Remarks.
1	2	3	4	5	6	7

REGISTER B.

[See rule 15 (b).]

Register of claims to lands, rights to forest produce or easements in the proposed reserved forest.

Number.	Names of claimants.	Date of presentation of claims.	Number of claim in Register A.	Nature and extent of claim preferred.	Brief summary of the evidence adduced in support of claims.	Brief summary of the District Forest Officer's arguments and evidence produced by him.	Brief abstract of decision of the Forest Settlement Officer.	Brief abstract of decision, if any, of court of final appeal and settlement.	Remarks.
1	2	3	4	5	6	7	8	9	10

SCHEDULE C.
[See rule 15 (b).]
The abstract list of rights and concessions.

Number or names of forest blocks in the open portions of which these rights can be exercised.	Name of patti.	Names of villages having rights.*	Number of houses.	Population.	Number of families.	Number of ploughs.	Number of cattle admitted to free grazing.	Timber for building in cubic feet in the log per annum.		Wood for agricultural implements (cubic feet in the log per annum).	Firewood from fallen wood (in headloads per annum).	Charcoal for bhakams (in headloads per annum).	Miscellaneous underwood.	Wedge grass.	Fodder grass for sale.	Grass for thatching.	Babur.	Green leaves for fodder.	Dry leaves.	Bark of acappes.	Bamboos (in scores per annum).	Stone for building.	Slates.	Limestone.	Irrigation channels.	Water for mills.	Fishing.	Burning Khas.	Remarks.	
								Dwellings (houses only).	Cattle sheds (miscellaneous wood).																					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Machor	Talia Sile.	Dang Korakot Dang Rautela Jakh, with its hamlets. Machor.	34	26	130	130	130	1,100	This village can take ghehi for making vessels for their own use only.
			42	26	143	143	143	347	26	1,300	320	C.R.	To the Tal- li Thak- rachi chak.
			34	35	175	175	175	340	62	35	1,700	..	C.R.	Khila, a portion of Chuni, may graze and take grass and firewood from Syuni.
			54	18	13	261	261	435	62	48	2,400	320	C.R.	The animals of Nanghar Khas are allowed to graze in Syuni, but the remainder of the village will graze in Syuni.
			115	31	61	145	145	750	102	81	4,000	..	C.R.
Blatronj	Chantman.
		

Notes.—The letter R. in any column denotes that the village against the name of which it is entered has a right to the kind of produce indicated at the head of the column.

The letter C. indicates that no rights to the kind of produce indicated at the head of the column have been admitted to the village against which the letter is entered, but that the produce is allowed to this village as a concession.

*Column 3 should be altered appropriately when rights or concessions are granted to individuals.

FOREST MANUAL.

G. O. no. 6
XIV—328-53, d
ted the 14th Oct
ber, 1898.

- (ii) This form of notification is to be used where there are to be no rights or concessions.—

No. of 19 .

FOREST DEPARTMENT.

MISCELLANEOUS.

And whereas no such claims have been admitted;

It is hereby notified that the Local Government, under section 19 of the said Act, declares the said lands to be reserved forest with effect from the day of 19 .

District.	Pargana	Patta.	Mauza.	Approximate area.	Boundaries.	Remarks.

*NOTE.—In the above notification the date specified as the date from which the forest is declared to be reserved forest must be at least two months later than the actual date of the notification to provide for the carrying out of section 20 of the Forest Act.

II.

No. OF 19 .

NOTIFICATION.

FOREST DEPARTMENT.

Dated the 19 .

MISCELLANEOUS.

WHEREAS it was proposed in notification no. _____, dated _____, to constitute the land specified in the annexed Schedule A reserved forest under the Indian Forest Act (VII of 1878);

And whereas the period fixed by the said Act for the presentation of claims to rights in these lands has expired ;

And whereas these claims have been admitted to the extent appearing in Schedule B;

It is hereby notified that the villages named in that schedule shall continue to have the said rights to the extent therein appearing at such seasons, within such portions of the said forests, and under such rules as may from time to time be prescribed by the Local Government ;

And it is hereby notified that the Local Government, under section 19 of the said Act, declares the said lands to be reserved forest with effect from the day of 19 .

SCHEDULE A.

[illegible]

⁺ NOTE.—In the above notification the date specified as the date from which the forest is declared to be reserved forest must be at least two months later than the actual date of the notification to provide for the carrying out of section 20 of the Forest Act.

SCHEDULE B.
The abstract list of rights.

Number or names of forest blocks in the open portions of which these rights can be exercised.	Name of patti.	Names of villages having rights.	Description of rights.																										Remarks.		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25				
Maohor	Tala salt.	Dang Konkot Dang Rutein Jath, with its hamlets. Maohor Total Bhatronj	Number of houses.	Population.	Number of families.	Number of ploughs.	Number of cattle admitted to free grazing.	Dwelling houses (chir or sal).	Cattle sheds (miscellaneous wood).	Wood for agricultural implements (cubic feet in the log per annum).	Firewood from fallen wood (in headloads per annum).	Charcoal for blacksmiths (in headloads per annum).	Miscellaneous underwood.	Fodder grass.	Fodder grass for sale.	Grass for thatching.	Bam.	Green leaves for fodder.	Dry leaves.	Fruits and roots.	Bark of creepers.	Bamboos (in scores per annum).	Stone for building.	Slates.	Limestone.	Irrigation channels.	Water for mills.	Washing.	Burning chat.		
			36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
			36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
			36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
			36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36
Bhatronj	Chaurhan.	Chapar Ohuni Naughar	34	35	35	175	240	02	02	35	1,709	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	
			54	48	48	264	436	62	48	2,400	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320
			115	81	81	415	760	102	81	4,000	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320	320

NOTE.—The letter R, in any column denotes that the village against the name of which it is entered has a right to the kind of produce indicated at the head of the column.

III.

No. OF 19 .

NOTIFICATION.

FOREST DEPARTMENT.

Dated the 19 .

MISCELLANEOUS.

And whereas the period fixed by the said Act for the presentation of claims to rights in these lands has expired;

And whereas no such claims have been admitted, but only concessions (withdrawable at the pleasure of the Local Government) granted to the extent appearing in Schedule B.

It is hereby notified that the Local Government, under section 19 of the said Act, declares the said lands to be reserved forest with effect from the* day of , 19 .

SCHEDULE A.

District.	Pargana.	Patti.	Mauza.	Approximate area.	Boundaries.	Remarks.

* NOTE.—In the above notification the date specified as the date from which the forest is declared to be reserved forest must be at least two months later than the actual date of the notification to provide for the carrying out of section 20 of the Forest Act.

SCHEDULE B.
The abstract list of concessions.

Number or names of forest blocks in the open portions of which these concessions have been allowed	Name of path.	Names of vil- lages having concessions.	Description of concessions																										Remarks.		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26			
			Number of houses.	Population.	Number of families.	Number of ploughs.	Number of cattle admitted to free grazing.	Dwellings (chir houses (chir or vil).	Cattle sheds (miscellaneous wood).	Wood for agricultural implements (cubic feet in the log per annum).	Firewood from fallen wood (in headloads per annum).	Charcoal for blacksmiths (in headloads per annum).	Miscellaneous underwood.	Fodder grass.	Fodder grass for sale.	Grass for thatching.	Babar.	Green leaves for fodder.	Ly leaves.	Fruits and roots.	Bark of creepers.	Bamboos (in scores per annum).	Stone for building.	Slates.	Limestone.	Int gation channels.	Water for mill.	Fishing.	Burning plots.		
Machor.	Talla Sar.	Dang Korkot	..	20	26	430	1,300	
		Dung Rantela	..	7	7	35	350	
		Jikh, with 18 hamlets.	8	85	467	4,250	
		Machor	34	62	32	1,700	
		Total	32	7,000
Bhatranj.	Usubdoo.	Bhatranj	..	12	20	26	113	26	1,300	230	
		Chapar	..	31	15	36	175	33	1,700	
		Chunai	..	54	..	48	49	203	67	49	2,400	320	
Bhatranj.	Usubdoo.	Nughar	..	115	..	31	81	415	102	81	4,000	
			
This village can take gatha for making vessels for their own use only.																															
Khal, a portion of Ohini, may graze and take grass and firewood from Syuni.																															
The animals of Nanghar Khosato allowed to graze in Syuni, but the remainder of the villages will graze in Syuni.																															

This village can take *getha* for making vessels for their own use only.
Khila, a portion of Ohituni, may graze and take grass and firewood from Syuni.
The animals of Nughar Khana are allowed to graze in Syuni, but the remainder of the villages will graze in Syuni.

Note.—The letter C in any column denotes that the village against the name of which it is entered has a concession to the kind of produce indicated to the head of the column

IV.

Dated the 19 .

And it is hereby notified that the Local Government, under section 19 of the said Act, declares the said lands to be reserved forest with effect from the* day of , 19 .

District.	Pargana.	Patti.	Mauza.	Approximate area.	Boundaries.	Remarks.

49

SCHEDULE B.
The abstract list of rights and concessions.

1	2	3	Description of rights and concessions															Remarks.															
			Number of names of forest blocks in the open portions of which these rights and concessions can be exercised	Name of pati.	Names of villages having rights and concessions.	Number of houses.	Population.	Number of families.	Number of ploughs.	Number of cattle admitted to free grazing.	Well in houses (other or sal).	Cattle sheds (miscellaneous wood).	Wood for agricultural implements (cubic feet in the log per annum).	Firewood from fallen wood (in headlands per annum).	Charcoal for blacksmiths (in headlands per annum).	Miscellaneous underwood.	Poder Grass.		Poder Grass for sale.	Grass for thatching.	Barbar.	Green leaves for fodder.	Dry leaves.	Fruit and roots.	Back of occipers.	Bamboos (in scores per annum).	Stones for building.	Slates.	Limestone.	Irrigation channels.	Water for mills.	Fishing.	Burning ghats.
Machor.	Talla Sait.	Dang Korakot	2626	130	1,800	R.
		Dang Rautela	77	38	350	R.
		Jakh, with its families.	8685	407	1,250	R.
		Machor	3432	32	1,700	R.
		Total	015	82	7,000	320
Bhatronj.	Chauthan.	Bhatronj	2626	143	..	317	..	26	1,800	R.
		Chapar	3535	175	..	310	62	35	1,700	R.
		Chini	4848	261	..	435	62	48	2,100	320	R.
Bhatronj.	Chauthan.	Naughar	8181	415	..	750	102	81	4,000	R.
		

NOTES.—The letters R. and C. in any column denote that the village against the name of which either of the letters is entered has a right to a concession, as the case may be, to the kind of produce indicated at the head of the column.
The list should be divided into two sections—

Section I.—For right, Section II.—For concessions.

67. Under art. 44(i) F. D. C. (and footnote), the appended form of notification is suitable for a notification amending the boundaries notified at settlement.

Government of India, R. and A. department, Forest Circular no. 10F., dated the 20th June, 1898.

NOTIFICATION.

With reference to notification no. _____, dated _____, published, under section _____ of the Indian Forest Act (VII of 1878), at page _____ of the _____ Government Gazette of the _____ declaring the _____ forest to be a reserved forest,

is pleased to direct that the following amended and more accurate description of the boundaries of the said forest be substituted for the description contained in the said notification :—

68. All applications to the Government of India for disforestation of land under the provisions of the Indian Forest Act (VII of 1878) must be accompanied with a draft notification in the form given below, subject to such minor modifications as local circumstances may render expedient or necessary.

G. O. no. 272. 274F/403A., dated the 25th March, 1892.

It should also be stated in all such applications whether or not the local revenue and forest authorities agree to the disforestation proposed, and in the event of any objection to such disforestation being urged, its nature should be recorded for the information of the Government of India. The advisability of submitting with the application a map illustrating the proposals made should be considered in each case by the Local Government.

In forwarding applications to the Government of India, the Local Government shall forward a statement of the value of the land which it is proposed to disforest, together with a tracing to show its situation.

G. G. O. no. 819F/208-2, dated the 20th June, 1907.

Draft notification.

The Lieutenant-Governor, with the previous sanction of the Governor General in Council, is hereby pleased to declare, under the provisions of section 26 of the Forest Act (VII of 1878), that the area specified below which in notification no. _____, dated the _____, was declared to be reserved forest under section 19 of that Act, shall cease to be reserved forest with effect from the _____.

Specification of land disforested.

Name of reserve or portion of reserve disforested.	District.	Pargann.	Mauza.	Area in acres.

Boundaries

Brief description.

Reasons for disforestation.

69. The Government of the United Provinces may, without reference to the Government of India, sanction disforestations from reserved forests in territories in which the Indian Forest Act is in force, when the area involved does not exceed ten square miles in each case.

G. O. no. 687/ XIV—159, dated the 6th July, 1921.

G. O. no. 2852/
I—172-06, dated
the 12th October,
1907.

70. The natural grazing grounds under the control of the Forest department shall not be exchanged for other lands until the effect of the exchange on the grazing interest has been carefully considered; the District Officer should in all cases be consulted before such an exchange is proposed.

Government of
India, Home de
partment letter no.
792-P., dated the
25th October, 1884.

71. When land lying within the limits of reserved forests is required by the Public Works department, it is not necessary that a formal notification disforesting the land should be issued under section 26 of the Forest Act. An executive order of the Local Government transferring the land from the Forest department to the Public Works department is sufficient.

To obtain this an application for transfer of the land with a plan and schedule in duplicate of the land will be submitted by the Superintending Engineer to the Government in the Public Works department, Buildings and Roads or Irrigation branch, as the case may be.

On receipt of the application from the Superintending Engineer with the plan and schedule, the Conservator of Forests concerned will be addressed with a view to that officer obtaining the orders of the Local Government (through the Chief Conservator of Forests) for the transfer of the land in question to the Public Works department. As soon as the Divisional Officer receives possession, he will enter the date thereof in his register of land, and he will then forward through the Superintending Engineer a plan and schedule of the land duly certified by the Divisional Forest Officer for record in the Chief Engineer's office and retain a copy of these for record in his own office.

G. O. no. 3136,
dated the 8th Octo-
ber, 1908.

72. When it is proposed to sell or lease any Government land, whether waste or occupied, in the vicinity of a railway station, the railway administration concerned shall be consulted before orders are passed or sanction is applied for, as the case may be.

G. G. O. no
914, dated the 27th
July, 1922.

73. (1) The distribution of the 76 printed copies of a working plan will be as follows :—

			Number of copies.
Inspector-General of Forests	6
Local Government concerned	2
Conservator of circle concerned	23
Divisional Forest Officer concerned	19
Chief Conservator of Forests, Burma	2
Ditto U. P.	2
Ditto C. P.	2
Ditto Bombay	2
Ditto Madras	2
Ditto Punjab	2
Conservator of Forests, Bengal	1
Ditto Assam	1
Ditto Bihar and Orisa	1
Librarian, Imperial Library, Metcalfe Hall, Calcutta	1
Keeper of the records of the Government of India	1

President, Forest Research Institute and College, Dehra Dun	2
Silviculturist, Dehra Dun	3
Superintendent in charge Forest Map office, Dehra Dun	1
Principal, Madras Forest College, Coimbatore	1
Director, Burma Forest School, Pyinmana	1
Conservator of Forests, Kashmir	1
Total	76

(ii) Amendment slips should be numbered consecutively for each working plan and be supplied to the recipients of copies of working plans detailed above. G. G. O. Circular no. 20F/223-1, dated the 17th August, 1911.

(iii) Power has been delegated to the Chief Conservator of Forests to authorise the printing of extra copies of working plans up to a maximum of 50 copies. G. O. no. 1001/XIV-61, dated the 29th October, 1921.

(iv) The distribution of 80 copies of working plans mentioned above refers only to important plans. It is left to the Local Government to decide what are important plans and what are not, and to alter the distribution accordingly. G. O. no. 1070/XIV-61, dated the 15th November, 1921.

(v) Maps accompanying working plans will ordinarily be prepared only for local use and not for distribution with every copy of the plans.

74. The following procedure has been laid down with regard to the preparation and control of working plans:—

1. Working Plan Officers and Divisional Forest Officers in charge of working plans to correspond direct with the Conservator, Working Plans circle, regarding all technical details connected with the plans.

2. Conservator, Working Plans circle, to settle all fundamental points with the Conservator of the circle. This will usually be done in considering the preliminary report which will be prepared in detail. When an agreement has been reached on these matters the preliminary report will be sent up for sanction of the Chief Conservator of Forests through the Conservator of the circle concerned. The preliminary report will only deal with general principles of management.

3. The complete working plans to be discussed and settled unofficially between the Conservator, Working Plans, and the territorial conservator and submitted for sanction of the Chief Conservator of Forests by the latter.

4. Any alterations in existing plans involving points of technical importance proposed by territorial Conservators to be settled in consultation with Conservator, Working Plans, before being sent up for Chief Conservator of Forests' sanction, points of merely administrative importance such as alteration of the felling coupes from one year to another to be dealt with by the territorial Conservator direct.

5. Control forms to be submitted by Divisional Forest Officers on the proper date. Conservator will check these and forward them to the Conservator, Working Plans, who will note on the file for the information

of the Chief Conservator and will bring any points he considers necessary to his notice. The Chief Conservator will then issue any orders he may consider necessary. Suitable control forms will be prepared for each plan as the revisions are taken up.

6. Applications for sanction to deviations from sanctioned plans will be submitted by Conservator to Chief Conservator direct. In important cases Conservator should consult Conservator, Working Plans, unofficially.

7. All correspondence between Conservators and Chief Conservator should be stamped *Working Plans*. All these files will, as a routine matter, pass through the Working Plans branch of the Chief Conservator's office and be initialled by Conservator, Working Plans circle.

8. Working Plan Officers will be considered part of the divisional staff of the divisions in which they are serving and their accounts will pass through and be incorporated in the divisional accounts in the ordinary way.

9. In divisions of forests where working plans are not under revision but are still operative, the criticisms and suggestions of the Conservator of the Working Plans and Research circle should be forwarded to the Conservator of the territorial circle concerned for such action as he may deem fit.

Conservator, Working Plans and Research circle, will deal similarly with any suggestions made in such matters by any officers subordinate to him, forwarding them to the territorial Conservator at his discretion and with such remarks as he considers advisable.

10. Conservator, Working Plans circle, will arrange for the printing, proof-correcting and distribution of all working plans.

11. Pay and allowances of the staff belonging to the Working Plans circle and lent to Working Plan divisions will be paid in the territorial divisions where they are employed and adjusted by inter-divisional transfer with Direction Division Working Plans circle.

75. (i) Special rules for the control of grazing, rights and concessions, river transport, etc., and generally all Government notifications and orders relating specially to the management of a forest for which a working plan is being compiled, should invariably be attached thereto as appendices, and such rules will not be printed in this Manual.

(ii) Certain rules regulating grazing which apply to several divisions are contained in Appendix V.

G. O. no. 419L
—197, dated the
8th October, 1915.

76. Under art. 53(ii), F. D. C., the Lieutenant-Governor has delegated to the Chief Conservator the power to sanction a deviation from a sanctioned working plan, whether the exploitation be in deficit or in excess, provided that such deviation does not amount to a permanent alteration in the general scheme of management, whenever in the opinion of the Chief Conservator such deviation appears to be necessary or desirable either in the interest of the welfare of the forest or on account of the prevailing conditions of the market for forest produce.

All deviations will be fully recorded in the control forms, and will also be mentioned summarily in the annual report for the circle.

77. (i) A plan of operations in two chapters will be submitted to Conservators in August of each year with the divisional budget estimates (see art. 149). In divisions in which most operations are not continuous but take place during a dry weather working season, Ch. I of the plan of operations will give revised details of all the more important undertakings of the immediately ensuing working season. It will show the actuals of revenue received and expenditure incurred from April to the end of July and the amounts of revenue and expenditure anticipated, in the following form :—

Ch. I.—Revised plan of operations of August, 1912 for the working season 1912-13.

Reference to Working Plan or authority.	Particulars of proposal	To be charged in the financial year—		Sanctioned budget, 1912-13	Comparison with sanctioned budget, 1912-13.	
		1912-13.	1913-14.		+	-
1	2	3	4	5	6	
	A VII, a actuals to end of July	2,000
	Repairs to roads ..	4,000	1,500
	New road from A to B	2,000	1,000	7,000	1,000	..
	Total	8,000	2,500

NOTE.—The entries in column 6 will be the difference between the total of each sub-head in columns 3 and 5.

(ii) In divisions in which operations of importance are practically continuous it may be found more convenient to make Ch. I cover only the remainder of the current financial year, in which case column 4 will only be used to indicate the final cost of a particular work when such information is essential before a work can be admitted to the plan of operations by the Conservator.

The Conservator will decide for each division whether the period covered by the plan of operations shall be the financial year or the working season, and in the latter case he will fix the date on which the working season is to be held to terminate.

(iii) Similarly Ch. II will show, in such details as may be available, the operations to be undertaken in the following working season or financial year with the anticipated revenue and expenditure. In the case of a

plan of operations covering a working season the following form will be used :—

Ch. II.—Plan of operations of August, 1912 for the working season 1913-14.

Reference to Working Plan or other authority.	Particulars of proposals.	To be charged in financial year—		Sanctioned budget, 1912-13.	Comparison with sanctioned budget, 1913-14.	
		1913-14.	1914-15.		+	-
1	2	3	4	5	6	
	Δ VII a brought forward from Chapter I	2 500
	Repairs to roads ..	4,000
	New road D. to E ..	1,500	500
	Total ..	8,000	..	8,000

NOTE.—The entries in column 6 will be the difference between the total of each sub-head in columns 3 and 5.

In the case of a plan of operations covering a complete financial year the entries in column 2 "brought forward from Chapter I" will not occur.

In both cases column 4 would be used for indicating the final cost of works when such information is essential.

78. (i) Divisional Forest Officers will issue copies of the plan of operations to Range Officers with all necessary special instructions added. Such instructions as recur annually should take the form of standing orders and should be omitted from the plan of operations.

(ii) The plan of operations and standing orders must *inter alia* lay down detailed instructions for—

(a) The adequate repair and maintenance of all boundary marks and for the inspection and reports necessary to ensure compliance with the orders. For this purpose an authorised list, countersigned by the Divisional Officer, of boundary pillars and demarcation paths shall be kept up in each Range office. The Range Officer will supply from the above list each beat officer with a list showing all boundary pillars and demarcation marks in his beat.

(b) The measures to be taken to prevent the occurrence of fires and to extinguish them when they break out.

79. Under rule I regarding forest maps in Appendix II, F. D. C., all indents for maps required from the Forest Survey office should be in the form prescribed in the pamphlet "Forest surveys and maps" published by the Survey of India, being Ch. IX of the *Handbook of Topography* by Colonel Gordon, I.A. The pamphlet also contains various rules not given in Appendix II, F. D. C.

G. O. no. 554/
XIV—153, dated
the 6th December,
1909.

Under rule IV regarding forest maps, in Appendix II, F. D. C., Conservators are authorised to correspond direct with the Head of the Forest Map office at Dehra Dun in order to ascertain whether any

special maps required can conveniently be prepared. If this can be done, the Conservator is further empowered to authorise the preparation of such maps and to pay for them up to a limit of Rs. 500 of cost in each case provided he can meet the expenditure from his budget grant. Also see art. 1627, M. G. O.

80. The rules under section 25(b), Forest Act, regarding the clearing by fire of any forest or grass land in the neighbourhood of reserved forests are contained in Appendix VII.

81. The following rules to be observed when burning grass land have been approved by the Government :—

G. O. no. 319/
XIV—120, dated
the 8th August,
1908.

- (1) When it is intended to set fire to any grass land written notices in form B3 of such intention shall be served on all the zamindars concerned, or their agents or karindas, and acknowledgements of the receipt of such notices shall be taken.
- (2) When for any reason the service of notice on all the zamindars concerned is impracticable, notices shall be served on the headman of the village and the lambardars or their agents.
- (3) In all cases a notice shall be affixed at the chaupal, and the purport of this notice shall be proclaimed by beat of drum by the forest guard.

82. Whenever a fire takes place in their forests which is in their opinion of sufficient importance to require immediate report Divisional Forest Officers will at once report to the Conservator for his information and orders in the printed form (B6).^{*} This report will constitute a preliminary report and must be supplemented so soon as circumstances admit by an accurate and detailed final report in form B6 (a). When there are special circumstances connected with a fire on which it is desirable to report more fully before form B6 (a) can be completed, the Divisional Forest Officers should submit an intermediate report.

83. The formation of new roads, telephone lines and fire lines and their alignment should previously receive the sanction of the Conservator.






A list of all roads, telephone lines and fire lines with their length and width must be kept up in the Divisional office. The Conservator's office will keep a copy of the divisional lists, changes being reported to him annually on 1st October. Range Officers will submit proposals for changes in the list before the 1st September in each year.


84. Under art. 54(iv), F. D. C., the maps showing the results or fire protection will with suitable modifications for local circumstances be maintained as proposed in Inspector-General of Forests Circular no. 5, dated the 14th July, 1887, which runs as follows :—

The system I would advocate is to divide a skeleton trace map of each forest liable to fire into squares representing areas of not more than a

^{*} NOTE.—No report need be sent in regarding unimportant fires of an ordinary accidental nature of less than 5 acres in extent. All fires should, however, be included in the annual report, form 15, both as regards the number of fires and the area burnt over.

square mile each, by lines running due north and south and east and west, so that the locality in which a fire occurred in any one year might be recorded on the proportionate portion of its square, say, by parallel lines and dots, thus :—

Fired in 1886—horizontal lines.....	
Fired in 1887—vertical lines.....	
Fired in 1888—right diagonal lines.....	
Fired in 1889—left diagonal lines.....	
Fired in 1890—dots.....	

If one portion had been fired in, say, 1888, 1889, and 1890 it would appear on the tracing thus :..... 

The skeleton tracing being placed over the map of the forest, on which the configuration of the ground, compartment lines, paths, etc., are shown, it would be comparatively easy for a Forest Officer who had visited the scene of the fire to fix its locality, with fair accuracy, on the tracing. It would be an advantage to have a new tracing for each forest or ground of forests liable to fire for use of each term of five years in all divisions of the circle, the system being adopted with effect from the same year, so that the same signs may be used everywhere for indicating areas fired in any one year. The tracings would be filed at the end of the term, and in every case in which a fire has occurred during the year the Divisional Officer would send his tracings to the Conservator at the close of the fire season so that he could enter the results of fire-protection on the copies that would be recorded in his own office. Each tracing would have prominently recorded on it a heading "Fire record of the— forest for the five years 188 to 189," and a reference describing the signs denoting areas fired in each of the quinquennium.

In every case in which no fire occurs during the year, a note to that effect should be recorded on the margin of the "fire-record" tracing of the forest concerned by the officer in charge, under his initials; this would be useful as a check against the neglect of keeping up the fire record, and its omission would be noticed by the Conservator on his inspecting the office.

To explain the system of map records of results of fire protection I have advocated in the preceding paragraphs more fully, I append the following remarks :—

Let a skeleton tracing be made from the map showing the forest on the largest scale available. The tracing might be divided into squares of $\frac{1}{2}$ inch to the side; if the map happens to be on the scale of 2 inches = 1 mile, each square will represent $\frac{1}{16}$ th of a square mile, or 40 acres; if 1 inch = 1 mile, each $\frac{1}{2}$ inch square would represent 160 acres. On this tracing the Divisional Officer could each year plot (as accurately as his observations allow) the area burnt in the manner above indicated, and, even if no fraction of a square was admitted, the record would be approximately accurate.

If a similar "fire-record" tracing was kept in the Conservator's office, and the squares on all tracings were marked along the top of the squares a, b, c, d, e, etc., and down the side 1, 2, 3, 4, etc., the position of any given square in the body of the tracing could be described by a letter and number thus: "d-4," which would denote the square in the fourth column from the left and in the fourth row from the top.

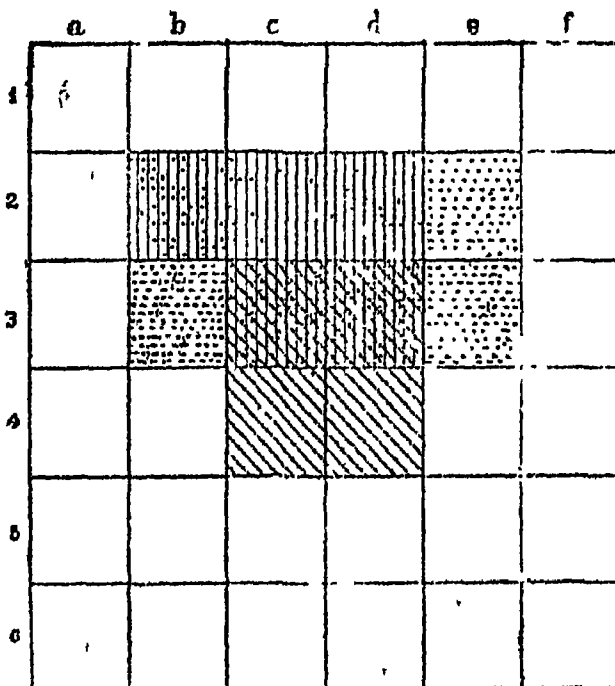
With the use of the lines and dots above indicated a glance at the fire-record tracing would show that a certain portion of forest had been fired in a certain year and had since escaped fire or not, as the case might be. Take the specimen given below:—

This would indicate that in the year 1887, $6 \times 40 = 240$ acres had been burnt, that in 1888, $4 \times 40 = 160$ acres had also been fired, consisting of 80 acres of the area fired in 1887 and 80 acres of new forest that had not been fired since prior to 1886; while in 1890, $8 \times 40 = 320$ acres had been fired, which included—

					Acres.
Fired in 1887 and in 1888	80
Fired in 1887	160
Not fired since prior to 1886	80
Total					320

Fire record tracing of the———forest, 1886 to 1890.

Scale 2 inch = 1 mile.



Notes on margin of fire-record.

Years fired in.	Acres	Rango Officer.	Devisional Officer.
1886	..	J. K. Ranger	A. B. C. Deputy Conservator.
1887	240	Do.	Do.
1888	160	Do.	Do.
1889	..	Do.	D. F. F. Assistant Conservator.
1890	320	Do.	Do.

		Acres.
Not fired in 1888 A.B.C., Deputy Conservator.	Fired once	... 160
Not fired in 1889 D.F.F., Assistant Conservator	Fired twice	... 160
	Fired thrice	... 80

One very decided advantage of this system would be that, taking as an example the figures given above, the actual area burnt over in the forest in the five years 1886 to 1890 was 400 acres only. As reported now in the annual returns, this would appear as $240 + 160 + 320 = 720$ acres or nearly twice the area actually touched by fire.

85. The Indian Forest Act and all rules made thereunder to regulate the management of forests are contained in Appendices IV and V to VII.

86. (i) In reference to rule 5 of Appendix VI (Rules for Hunting, Shooting and Fishing) Divisional Forest Officers will maintain a monthly register in form B7 (g) of the animals shot in each shooting area. Entries will be made from returns in form B7 (g) submitted by Range Officers based on the reports of forest guards. The entries will be checked with and supplemented by the reports sent in by sportsmen under rule 7(12) of Appendix VI.

(ii) The following rewards for animals destroyed within the limits of reserved forests are prescribed:—

G. O. no. 258/
XIV—84, dated the
2nd July, 1910

G. O. no. 886/
XIV—183, dated
the 15th December,
1913

G. O. no. 648/
XIV—142, dated
the 14th November,
1917

G. O. no. 731/
XIV—169, dated
the 15th December,
1916.

G. O. no. 1021/
XIV—222, dated
the 13th November,
1923.

G. O. No 1021/
XIV—222, dated
the 13th November,
1923.

G. O. no. 648/
XIV—142, dated
the 14th November,
1917.

G. O. no. 162/
XIV—142, dated
the 6th February,
1918.

G. O. no. 196/
XIV—32, dated the
11th June, 1912.

	Rs.	a.	p.	
Wild dogs over 2 ft. 6 inches ...	30	0	0*	Each
Wild dogs (pups 2 ft 6 inches or under ...	10	0	0	All divisions.
Otters ...	5	0	0	
Pinemartens ...	2	0	0	
Wild cats ...	2	0	0	
Porcupines ...	2	0	0	
Himalayan or sloth bears over 3 ft. in length ...	25	0	0 each	In Bahraich, North Kheri and Gonda divisions in the Eastern Circle.
Himalayan or sloth bears (cubs) 3 ft. or under ...	10	0	0 ,,	
Crocodiles (exceeding 3 ft. in length, both kinds) ...	5	0	0	All divisions.
Hares ...	0	4	0	Afforestation division in the Working Plan circle.
Pigs ...	0	12	0	

Conservators of Forests are empowered to offer a special reward not exceeding Rs. 25 for the destruction of individual Himalayan black bears found to be causing serious damage to a particular forest.

The rewards prescribed above are payable by Divisional Forest Officers and chargeable in forest accounts.

G. O. no. 353/
XIV—11, dated the
7th April, 1914.

(iii) In reference to Appendices VI and VII all previous conditions relating to close times for wild birds and animals are superseded by notification no. 1027/XIV—208, dated the 29th June, 1920, which is contained in Appendix X.

* Note—Any person who receives this reward from the Divisional Forest Officer is not entitled to a further reward from the District Officer.

87. (i) The usual method of disposing of forest produce is sale by auction under an agreement to contractors who make their own arrangements for removing the produce. Whenever feasible the method of sale is that known as the "monopoly system," by which a contractor pays a sum down for the monopoly of the extraction of certain produce and pays further sums at fixed rates per each unit of such produce extracted. When conditions do not render the "monopoly system" advisable a lump sum only is paid.

A development of the monopoly system is the guaranteed minimum outturn system, which forms the subject of Government resolution no 322, dated the 9th August, 1912, prescribing the introduction of the system into the Haldwani, Ramnagar and Lansdowne divisions.

(ii) Printed notices of the auction sales are usually prepared by Divisional Officers between the 15th May and the 30th of June and are distributed to all probable purchasers and to various officers for exhibition. Auctions are usually held by Divisional Forest Officers between the 1st August and the 30th September.

88. The standard forms of agreement approved by Government for sales of forest produce are contained in the guard book of prescribed forms. G. O. no. 366/
XIV—909A, dated
the 20th May,
1901.

89. (i) Conservators have power without limit to execute contracts, security bonds and other instruments in connection with the administration of forests and with the business of the Forest department generally. G. O. no. 722/
XIV—135, dated
the 21st September,
1915.

G. G. O. no. 322, dated the 24th May, 1917, gives power to the Chief Local officer of any department to Execute Contracts for the hire or purchase of buildings for Government use.

(ii) Forest Officers in charge of divisions have power subject to the general control of the Conservator to execute contracts for sums not exceeding Rs. 2,000, but Conservators are empowered to delegate to selected Divisional Officers by name the power to execute contracts up to Rs. 5,000.

(iii) Such instruments will be ordinarily:—

(a) Contracts or agreements for carrying out work of any description or for the supply of materials.

(b) Security bonds for the fulfilment of contracts or agreements or for faithful service.

(c) Leases for farming forest produce and contracts and agreements for the purchase of timber and forest produce or for the removal thereof.

(iv) The orders of the Government should be obtained in any case where doubt may arise.

(v) In general no deed or instrument relating to land or any right or interest in land shall be executed by any Forest Officer. But Conservators of Forests may execute conveyance deeds for the purchase of land which they are authorised to buy for forest purposes up to a cost of Rs. 2,000. Government of
India, Home de-
partment (Judicial),
resolution no. 995,
dated the 28th
May, 1912.

Government of
India, Finance de-
partment no. 2352
F, dated the 12th
September, 1919

90. (i) In exercise of the powers conferred by section 9, clause (a) of the Indian Stamp Act, 1899 (II of 1899), the Governor General in Council is pleased to remit the duty chargeable in respect (1) of instruments in the nature of a conveyance by the Government of standing trees or any other forest produce in a Government forest (para. 19 of Appendix C, Stamp Manual, U. P., 2nd edition) and also the following instruments :—

- (1) Contract for the collection of minor produce, barks, etc.
- (2) Contract for felling and removing trees.
- (3) Contract for the purchase of $\frac{\text{timber}}{\text{firewood}}$ to be $\frac{\text{felled}}{\text{cut}}$ departmentally.
- (4) Contract of the usufruct of trees and topes.
- (5) Contract for the $\frac{\text{felling}}{\text{cutting}}$ and purchase of $\frac{\text{timber}}{\text{firewood}}$.
- (6) Agreement for felling and conversion of timber.

G.G.O. no. 654 F,
dated the 21st
June, 1918.

(ii) Instruments in the nature of a memorandum, agreement or security bond furnished to, or made or entered into with, the Forest department by a contractor for the due performance of his contracts (para. 37 of Appendix C, Stamp Manual, U. P., 2nd edition).

91. The extant rules for the execution of contracts and other instruments connected with the administration of forests and of business of the Forest department generally are as under.

Deeds of uncertain value.

1. When the amount of money involved cannot be definitely stated in the deed and the Conservator or the Divisional Officer may therefore be in doubt as to his power to execute it, he must calculate the sum that will probably be involved, and accept that sum as the value of the contract for the purposes of the rule laid down in the preceding paragraph.

Form and contents of deed.

2. (a) The Secretary of State in Council should be named as a party to every deed, contract or other instrument.

(b) The contract should, as a rule, be reduced to writing. (But this is not essential in all cases, as a parole contract, provided that it can be proved, is as enforceable as a written one. It is left to the Conservator of Forests in each case to determine whether the contract is of sufficient importance to require to be reduced to writing, and whether it can conveniently be so reduced.)

(c) The mutual definite assent of the parties to it must be clearly recorded.

(d) The consideration for it must appear on the face of the agreement.

(e) Its terms must be expressed with a reasonable degree of certainty, so as not to be open to a double-meaning or a doubtful interpretation.

(f) It is not necessary that the contract be made terminable on a particular date, the deed may be worded so as to make the contract continue valid until written notice of a wish to terminate it be given by one of the contracting parties to the other.

(g) If the deed provides for the payment of a sum as "commission," the deed should expressly state that it is awardable solely at the discretion of the Forest Officer, and a proviso should be added that the contractor cannot sue for the amount of the commission in a civil court.

(h) Any property hypothecated as security must be described in the manner required by section 21, the Registration Act, 1877, of which the following is a copy :—

"No non-testamentary document relating to immovable property shall be accepted for registration unless it contains a description of such property sufficient to identify the same.

"Houses in towns shall be described as situate on the north or other side of the street or road (mentioning it) to which they front, and by their existing and former occupancies and by their numbers, if the houses in such street or road are numbered. Other houses and lands shall be described by their name, if any, and as being in the territorial division in which they are situate, and by their superficial contents, the road and other properties on which they abut, and their existing occupancies, and also, when over it is practicable, by reference to a Government map or survey.

"No testamentary document containing a map or plan of any property comprised therein shall be accepted for registration unless it be accompanied by a true copy of the map or plan, or in case such property is situate in several districts, by such number of true copies of the map or plan as are equal to the number of such districts."

(i) The signature or mark of the contracting parties must be clearly recorded at the foot of the agreement and be duly witnessed.

The officer who is empowered to execute the deed must sign the deed on behalf of the Secretary of State. The contracting parties need not affix their signatures on the same day.

When a printed form is used for deeds manuscript entries in space left blank for such entries need not be signed, but all interlinear and marginal addenda, erasures and corrections must be signed or initialled. In the case of agreements for the sale of forest produce such addenda and corrigenda need not be signed by the Forest Officer who executes the deed unless the Secretary of State is affected by such addenda and corrigenda.

(j) Leases and contracts with Indians who do not understand English must be drawn up in the vernacular. English translations must accompany all vernacular documents submitted to the Government.

Penalties.

3. (a) Whenever possible, a specific penalty should be attached to the breach of each clause of the agreement.

(b) Alternative penalties should ordinarily be avoided. If they are introduced no suit can be brought to enforce the second penalty if the first has been partially or wholly enforced.

(c) Vague penalties must never be inserted.

(d) The penalty specified should be ordinarily a definite sum in money, and should be amply sufficient to compensate for the actual loss likely to be caused by the breach of the contract to which it is attached.

Security to be taken.

4. Without the express consent of the Conservator of Forests no contract shall be granted which is not strengthened by a security bond.

No security on an unfulfilled contract is to be refunded without the special sanction of the Conservator of Forests.

Nature and amount of security.

5. The security must be of the following kinds :—

- (a) Government promissory notes endorsed to the Conservator of Forests.
- (b) Land or buildings, the value being estimated at 50 per cent. of their market value at the time.
- (c) Personal security of two persons whose means are known to be sufficient to meet the sum in which they bind themselves.
- (d) The property hypothecated must be situated within the United Provinces and must be free from encumbrances, mortgages or flaws of title. It must not be the property of Hindu widows or of any females or of minors or of incapacitated persons. It must not consist of shares in coparcenary estates, where the extent of the rights and interests hypothecated may be a matter of doubt, liable for the default of others, and troublesome to bring to sale in case of the owner's default.
- (e) However much may be due from the contractor, the sureties cannot be sued for a larger amount than that in which they bind themselves. The contractor alone can be sued for the excess sum (if any); and as it may often be useless to sue him without his sureties, the amount in which the latter bind themselves should be sufficient to cover any probable loss from the breach of contract, but it should not be excessive.

Examination of security.

6. (a) The validity and sufficiency of the security bond must be carefully ascertained, and any officer of the Government who accepts a security bond without proper inquiry will be held responsible for any loss which may accrue to the Government in consequence.

(b) It will be the duty of all Collectors, at the request of any Government officer, to obtain all the information they can as to the solvency of any person who is offered as surety, or as to the value of any property hypothecated as security.

(c) If the property proposed to be hypothecated lies in a district other than that in which the owner resides, the sufficiency of the security should always be ascertained through the Collector of the district in which it lies.

(d) The following is an extract from the rules for the guidance of Collectors when they are called upon to give an opinion as to the value of any property which is tendered for hypothecation to the Government in security for the performance of any engagement :—

" (i) Collectors are not now required to search after possible encumbrances on property which is tendered as security to any department of the Government. This can always be ascertained by reference to the registration officers, and the inquiries on this point should be made by the department to whom the security is tendered.

(iii) It is the duty of the Collector in all cases to estimate the value of the property which it is proposed to hypothecate.

(v) The tahsildar will ascertain the limits of the property, the ostensible owner or owners, the value of materials and site and the certificate of the value, prepared on the spot by the subordinate official whom the tahsildar may depute to make the inquiry, is to be signed by the office-holders of the locality and by at least two respectable neighbours. It is also to be understood that the report is to be accurate and trustworthy.

(vi) The tahsildar should certify to the genuineness and value of all hypothecated property whenever called upon."

Deed to be stamped.

7. The deed must bear the proper stamp under the Indian Stamp Act, 1899, Schedule I of which gives the proper stamp duty for each kind of instrument, and the instruments exempted from stamp duty. In case the deed of agreement and the hypothecation bond are combined in one document, the instrument is liable to the higher of the two duties only.

In cases where there is any doubt about the value of the stamp required, reference should be made to the Collector.

Section 29 of the Stamp Act shows by whom payment for the stamp is due. In most cases its value is payable by the lessee or contractor.

G. O. no. 695,
dated the 6th July,
1880.

Registration.

G. O. no. 355,
dated the 11th
August, 1880.

8. (a) If the document be one of those mentioned in section 17 of the Registration Act, 1877, it must be registered.

(b) Of the three classes of instruments mentioned in notification no. 291 of the 27th February, 1881, class (a) of *contracts or agreements for carrying out work of any description and for the supply of materials*, do not fall within clause (b) of section 17, and their registration is not obligatory; class (b) *Security bonds for the fulfilment of contracts or agreements or for faithful service* fall within clause (b) of section 17 if the security given consists of lands or rights in lands, and they must be registered; class (c) *leases for farming forest produce, contracts and agreements for the purchase of timber and forest produce, or for the removal thereof* need not be registered.

(c) Leases not exceeding five years, and for annual rents not exceeding Rs. 50, are exempted from the operation of clauses (a), (b), (c), (d) of section 17.

(d) Contract and security bonds should usually be registered as the period of limitation is thereby considerably extended. See art. 116, Schedule II, the Indian Limitation Act, 1877.

In the case of contracts which Forest Officers are likely to make, the period of limitation within which a suit for compensation for breach of contract can be instituted begins to run from the time "when the contract is broken, or (where there are successive breaches) when the breach

in respect of which the suit is instituted occurs, or (where the breach is continuing) when it ceases."

The period of limitation for compensation for breach of an unregistered contract will usually be three years.

The period of limitation for compensation for breach of a contract in writing registered, will usually be six years.

Departure from the terms of a contract.

9. No departure from the terms of the contract amounting to a waiver of them must be allowed unless they are altered by a fresh agreement. A contract between the creditor and the principal debtor, by which the creditor makes a composition with or promises to give time to or not to sue the principal debtor, discharges the surety unless the surety agrees to such contract.

New contracts.

10. If a contract has been made with any person or persons for the execution of work or for the supply of materials, no fresh contract can be given for the execution of the same work or for the supply of the same materials till the former contract has been definitely ended, either by such a breach of its terms as entitles the Government as promised to put an end to the contract without suit, or by the decision of a suit for breach of its terms, or by an adjustment of the former contractor's claims and by receipt of his written acknowledgment that they have been satisfied in full; and a new deed of agreement must be drawn up with the new contractor in all cases, as that made with his predecessor is not by itself binding on him.

The above rules apply to security bonds.

11. The rules previously laid down with regard to contracts apply also to security bonds, and rules (3)(c) and (d), regarding penalties for breach of contract, must be strictly observed in respect to the security bond also.

Contracts to persons who have failed to fulfil a previous contract.

12. No fresh contract must be given to any person who has failed to fulfil a contract previously given to him, or who is in debt to the Government on account of such a contract, without the express sanction of the Conservator of Forests, nor until his accounts have been adjusted and the amount due from him reported to the Conservator of Forests, who must mention the fact in his order sanctioning the fresh contract.

Suing for occupation of buildings or land.

13. In cases where it is proposed to sue a person who has occupied a building or land belonging to the Government, otherwise than for ejectment or mesne profits, it must be remembered that a suit will not lie for rent unless a regular agreement has been made with him for the payment of a certain sum; but he can be sued on the *quasi*-contract for use and occupation, and in such case the amount to be sued for is so much as will be a reasonable remuneration for the occupation and enjoyment of the property.

Advice of the Government Pleader.

14. Government officers are entitled to the advice of the Government Pleader, and shall in any case of doubt require it on the draft of any contract which it is proposed to draw out on behalf of the Government.

92. (i) The instruction regulating the engrossing, executing, stamping and registration of instruments are contained in arts. 1649 to 1666, M. G. O.

(ii) In reference to the footnote to Ch. LXXX, M. G. O., it has been ruled that—

Any deed to which the Government is a party may, if the officer responsible for it considers it advisable, be sent to the Assistant Government Advocate for examination and shall be so sent if it is a deed for which a standard form cannot be used without alteration.

G. O. no. 2554/
VI—880B, dated
the 13th July,
1912.

93. The relations that should be observed between the Forest department and other departments in regard to the transaction of business are laid down as follows :—

G. G. O. Circular no. 943/166-5, dated the 4th November, 1881.

The Forest department has no preference over private dealers in its transactions with other departments, and it is not in any way protected by exceptional privileges. Under these circumstances it is for the department itself to take the necessary steps for its own protection and to adopt the same means to secure the success of its transactions in dealing with other Government departments as in dealing with private individuals. For this purpose it will generally be advisable that contracts of importance should be reduced to writing, though the Government does not desire to hamper the operations of the department by laying down a hard-and-fast rule to this effect. The responsibility of deciding that a contract should not be reduced to writing rests with Conservators, who should satisfy themselves that there is sufficient material to prove the agreement, and that its terms are understood with a reasonable degree of certainty and are not open to double-meaning or doubtful interpretation.

Conservators are responsible that attention is paid to all extant rules for the execution of contracts and other instruments connected with the administration of forest and with the business of the Forest department generally.

Extract from a despatch no. 20, dated the 9th May, 1878, from the Government of India to Her Majesty's Secretary of State for India, which accompanied circular no. 943F, dated the 3rd August, 1878, of the department of Revenue, Agriculture and Commerce :—

In paragraph 3 of the despatch from the Marquis of Salisbury, no. 11, dated the 7th March, 1878, the question of the supply of timber by the Forest departments of the State was adverted to, and it was suggested that whenever the Forest department could furnish timber at a rate not above that prevailing in the open market, and of equal quality, other departments should by preference obtain their supplies from that source.

2. At present all transactions between the Forest and other public departments rest upon a simple and well-understood basis, which in practice has proved satisfactory to both the Government and the public. All public officers are required to make the best and cheapest arrangements they can according to the circumstances of each case, for the supply of any timber which they may require. They are perfectly at liberty to draw their supplies either from private sources or from the Government forests; and in the latter case they deal either direct with the Forest Officers or through middlemen, as may be most convenient. In regard to the largest transactions, those of the State Railways, this principle has been affirmed in a Circular no. 37 of the 16th November, 1884, which laid down that the railway officers should purchase timber in the open market on the same terms as any other purchaser.

We have repeatedly had occasion to consider the question, and have come to the conclusion that at any rate at present it is inexpedient to give the Forest department any preference in this respect over private dealers. The officers of the Public Works and other departments must be held responsible for getting the best quality of timber at the lowest possible price, and any limitation regarding the sources whence they may supply themselves would lead to unsatisfactory results. As a matter of fact, when at one time we did insist on the State Railways supplying themselves with sleepers from the Forest department, difficulties in regard to the quality of the timber supplied and the price that should be charged and paid for it were of constant occurrence.

Moreover, it is most desirable that Forest Officers should feel that the success of their transactions entirely depends upon their own exertions, and that they are not in any way protected by exceptional privileges.

Practically, since perfectly free trade in these matters has been established, the direct dealings between the Forest department and other public departments have been very extensive, while all difficulties have disappeared; and under these circumstances it seems undesirable to disturb the existing practice.

94. The following rules regulate the relations of the Public Works department and the Forest department in respect of roads passing through Government forest in the Kumaun Civil division :—

G. O. no. 5F/
364A-2, dated the
6th January, 1892.

1. The Public Works department has power over a 50 foot strip, measured horizontally on either side of cart roads, to dig earth, quarry and fell timber, when the welfare of the road requires it.

G. O. no. 1110/
XIV, dated the
23rd November,
1921.

In the Kumaun Civil division district boards and the Public Works department have powers over a 20 foot strip measured horizontally on either side of all bridle paths to dig earth, quarry and fell timber when the welfare of the bridle path so requires.

G. O. no. 609F/
364, dated the 12th
July, 1893.

2. The Public Works department has no unrestricted power to deal as they wish with the 100 foot strip. They may, however, cut timber within the area mentioned when wood is required to repair a bridge temporarily or to support the road, but for the construction of bridges and for bungalows wood must be obtained either from private persons or from the Forest department in accordance with G. O. Cir. no. 943F/166-5, dated the 4th November, 1884 (see art. 93).

G. O. no. 2458/
W-25, dated the
14th July, 1905.

3. As however the officers of the Public Works department are responsible that the road is not endangered by slips caused by fellings or excavations near the road, the officers of the Forest department should not undertake to cut down or sell trees or forest produce, or permit quarrying or excavation within a limit of 50 feet on either side of the road as measured horizontally from the side of the road, without the previous consent of the Executive Engineer of the division.

G. O. no. 5F/
364A-2, dated the
6th January, 1892.

4. The Public Works department has no power on the land bordering on bridle roads passing through forests which are under the charge of the Forest department.

G. O. no. 469/S
—286, dated the
23rd May, 1900.

95. Statements showing the pasturage available in the reserves of the province in the event of drought are drawn up annually and submitted on the 1st April by the Conservators to the Commissioner of the Division concerned to enable him to maintain his registers of cattle and pasturage in accordance with the prescriptions of the Famine Code.

G. O. no. 228/
XIV—2 1904, da-
ted the 27th April,
1904.

96. When transport camels are required to proceed by route march, commandants of corps shall give due notice to the Divisional Forest Officer of the dates and places at which they will halt.

The Divisional Forest Officers will depute responsible officials to attend at these places and point out the forest in which the camels may browse.

97. Licences for kheddass under the Elephants Preservation Act (VI of 1879) should only be granted with the consent of the Government which will impose the terms on which the licence will in each case be given. G. O. no. 941, dated the 6th October, 1880.

98. Appended are the revised forms (1) of licence to catch elephants and (2) of lessee's report of captures and casualties, sanctioned by the Government of India. The terms on which licences can be obtained (as detailed in the licence itself) should be made known to any persons who are to apply for them. G. O. no. 902, dated the 1st November, 1883, G. G. O. no. 1174D. S., dated the 22nd August, 1883.

No. _____

Date _____

FORM A.

Licence for catching elephants in Assam, Bengal, United Provinces and Central Provinces.

(Seal and signature of Collector or Deputy Commissioner.)

To _____
of _____
resident of _____

The right to catch elephants in—
mañal { No. _____
 { name _____
in the district of _____
province _____
the boundaries of which are specified below, namely:—

North _____
South _____
East _____
West _____

is granted to you on the following conditions:—

I.—(a) That you comply with the terms of sale subject to which this licence was purchased by you in the public auction held at _____

on the (date) _____

for the sum of Rs. _____

for the period (inclusive dates) _____ year _____

Or—(b) That you deposit Rs. 5,000 in the public treasury upon receiving this special lease of the exclusive right to hunt in the tract above specified during

Period (inclusive dates) _____

Year _____

The amount to be finally paid by you for this lease will be adjusted out of the deposit of Rs. 5,000 according to the following scale, the balance, if any, being returned to you, namely:—

Should you capture—

			Rs.
0 to 20 elephants	2,000
21 to 30 elephants	3,000
31 to 40 elephants	4,000
41 to 50 elephants or upwards	5,000

It shall be at the discretion of the Local Government to retain the entire deposit if, in their opinion, failure (complete or partial) to capture elephants is due to any fault on your part.

Or (c) That you pay Rs. 100 for this licence, which does not confer exclusive right to hunt in the tract for which it is granted.*

II.—That you pay Rs. 100 royalty in respect of every elephant captured by you or by your agents acting for you, and for every elephant killed in attempt to capture.

III.—That you hunt between inclusive dates_____and_____and not otherwise.

IV.—That you catch elephants yourself or by your agents, and do not sell or lease your *mahal* or any part of it.

V.—That you catch elephants by any method *except pitfalls*.

VI.—That you report in writing on the 1st of each month to the officer granting this licence, or to such other official as may be directed, in one of the forms B, feight of which are herewith supplied to you, the capture, or death during capture, of every elephant so captured or dying *during the preceding month*.

VII.—That you obtain a written permit, and pay the royalty prescribed in clause II, before removing any newly-caught elephant outside the boundaries of your *mahal*.

VIII.—That neither you nor your agents shall build a stockade in any *sal* or teak forest, or fell any timber declared as reserved under the local forest rules, or set fire to any jungle, or cause injury or annoyance to any jungle tribes or cultivators residing in the neighbourhood.

IX.—Should you wilfully destroy any elephant for the sake of its ivory or otherwise, you will be proceeded against under the Elephants Preservation Act, 1879.

X.—That should you in contravention of clause VI fail or neglect to report the capture, or killing in the attempt to capture, of any elephant, you shall pay to the Government a sum of Rs. 500 for each elephant the capture or death of which has not been reported; and in the event of this not being done, recovery may be made in the manner described in clause XI and the declaration subjoined, or by criminal procedure under the Elephants Preservation Act, 1879.

XI.—Should you or any one acting on your behalf commit any other breach of any of the conditions of this licence, it may, at the discretion of the issuing officer, be cancelled, and any or all of the elephants captured by you forfeited to the Government.

* Instructions to officers granting leases.

When leases are sold by public auction under sub-clause (a) sub clauses (b) and (c) should be struck out; when granted under either of the latter alternative clauses (as will generally be the case out of Assam), (a), and either (b) or (c), as the case may be, should be struck out.

Where competition exists for the right to hunt in any tract, the lease should be generally granted under sub-clause (a).

Where, in the absence of competition, a raja or substantial landholder desires the lease of a tract under sub clause (b), and where it may appear that it will be preferable to let it under this sub-clause to letting it under (c), i.e., to several petty hunters, the lease should be granted under sub clause (b).

Petty hunters should be encouraged in all places where kheddas or large noosing operations are not practicable by lease under sub clause (c).

† Form B.—Lessee's report of captures," is to be supplied with each licence.

I _____, son of _____
 _____, resident of _____
 to whom this licence no. _____
 has been granted, do hereby acknowledge and declare that all the conditions of this licence have been explained to me, and that I have understood the same, and that I accept the licence subject to all the conditions therein contained. And I further declare and covenant that I will not question or dispute the execution against my property of any penalty that may, with the sanction of the Local Government, be imposed upon me under clauses X and XI for any breach of the conditions of this licence.

(Lessee's signature) _____

All the conditions of this licence were thoroughly explained to _____
 in our presence, and he also in our presence executed and signed the above covenant.

WITNESSES—3.

Station _____

FORM B*

Lessee's report of captures and casualties.

From (date) _____ to _____ 19 .

[This form is to be filled in and submitted on the 1st of each month by the lessee to the Deputy Commissioner, Collector, or as otherwise directed.]

Name of lessee as entered in his licence no.	Name and number of his mahal as entered in his licence.	Number of elephants captured, including calves.		Report and remarks of lessee.
		Male.	Female.	

Station _____

Date _____

} of despatch.

99. In connection with the revised form of licence prescribed by the Government of India for the capture of elephants, etc., District Officers are informed that Conservators should, as a rule, be consulted before such licences are granted.

G. O. no. 985,
 dated the 5th Dec-
 ember, 1883,

* Supplemental to form A or "Licence for catching elephants" (see clause VI, form A). Eight copies of form B are to be supplied with each A form.

Chapter III—Accounts.

PART I.

ACCOUNTS OF OUTTURN OF FOREST PRODUCE IN VOLUME AND VALUE.

A.—Outturn by Government Agency.

Session (i)—Timber and all forest produce, except resin.

(A) FOREST OPERATIONS.

100. All timber, fuel, etc., cut and removed by Government agency will be brought to dépôts for sale or other disposal, where it will be entered once for all in columns 1 to 10 of the dépôt register from C1.

In the case of timber a separate dépôt number in column 1 will be given to each item entered in columns 5 to 10. Each item will include (see column 7) all pieces received on one day requiring the same entry in columns 5, 6, 8, 9 and 10. Space will be left in the register when necessary to allow for the disposal of a receipt item in several lots, involving more than one corresponding entry in columns 11 to 18. A separate register will be kept for timber.

In the case of fuel and other produce each kind of produce, such as fuel, charcoal and bamboos or each class of fuel, bamboos, etc., will be allotted sufficient space in the register for a year's transactions. When transactions in any class of produce are numerous a separate register will be kept for that class. At the close of each month the receipts and disposals of the month will be totalled and a balance struck to be carried forward as the first receipt item of the next month.

101. When a sale from a dépôt takes place a bill in form C2 will be issued in triplicate and particulars will be entered in columns 11 to 18 of form C1, whether the produce sold has been actually removed or not. Payment must if possible be taken in full so that column 16 of form C1 may correspond with the cash-book. When part payments are accepted they are to be clearly indicated as such in the cash-book. Outstandings will be entered in column 18 of form C1 in red ink which will be blackened over when the outstanding is realized. Column 19 of form C1 will give references to cash-book items of all payments and explain all disposals other than by sale.

102. (i) The transactions of each month will be submitted to the Divisional Forest Officer either direct or through the Range Officer in form C3.

As regards timber only the receipts and disposals during the past month in columns 2, 3, 6 to 10 and 13 to 21 will be entered. The dépôt number in column 1 will show the reference of disposal entries to receipt entries of previous months. *As regards other produce* entries will be made in all columns, except 8 and 9 and in some cases except 5, 10, 12 and 15. All receipts and sales of the same class of produce will ordinarily

be lumped together, but the entries on each bill not fully paid will be shown separately.

(ii) Form C3 will be supported by (i) a copy of each bill in form C2, (2) original orders of the Divisional Forest Officer sanctioning other forms of disposal.

103. From form C3 the Divisional Forest Officer will maintain form C1 exactly as it is maintained in dépôts.

104. If it be found necessary to establish forest dépôts at which produce is collected and measured before proceeding to sale dépôts, the same forms will be maintained and will be submitted separately, using such columns only as the circumstances require. In all cases the volume or quantity to be entered in form C1 is that obtained by measurement or enumeration of utilizable material at the dépôt.

105. Form C3 will not be sent to the Conservator, but if the supply of any class of produce at any dépôt is of sufficient importance, the Conservator will call for a monthly abstract of the opening balance, receipts, disposals and outstandings.

106. Forms C1, 2 and 3 will also be used in Range offices for minor operations for which there are no fixed dépôts or special dépôt officers. All produce collected departmentally for use on Government works, such as roads, buildings, fences, etc., will appear in forms C1 and C3, in the same manner as produce extracted for sale. Such produce will not appear again in form C3 until utilization for Government purposes has ceased, when the Divisional Forest Officer will order the disposal of any balance. Such disposal will then appear in form C3 in the same manner as other departmental sales or disposals.

107. (i) In order that outturn in volume may be conveniently classified for the annual report, form C4 (a) will be written up monthly in dépôts or Range offices from form C1 and will be submitted to the Divisional office, where a register in form C4 will be maintained for the whole division, a separate half page of the register being devoted to each dépôt, or in the case of minor operations to each range.

(ii) The number of trees felled will be entered in form C4 (a) from the returns of forest muharrirs or such other agency as may be ordered. Girth classes of trees will not be entered in form C4 unless specially ordered.

(iii) Such other returns prepared by the forest muharrirs may accompany form C4 (a) as may be ordered by the Conservator. Such returns may be for the following purposes :—

1. To record the unmarked trees which have been damaged by the fellings.
2. To show progress in conversion in the felling area.*
3. To record the volume which actually leaves the felling area.*

This return will be a copy of passes issued to cartmen, etc., before they start for the dépôt.

* NOTE.—The same set of forest muharrirs cannot properly perform the duties required for return no. 2 as well as no. 3.

These returns are only to be called for special reasons and are not to be regarded as part of the regular export system. Local forms (see arts. 282 to 285) will be devised according to circumstances for use by forest muharrirs

108. The stock at each sale dépôt must be counted periodically at such intervals as the Conservator may direct, the dépôt book being balanced at the time of counting. A special report of each taking of stock must be submitted to the Conservator.

(B) DRIFT TIMBER OPERATIONS.

109. All timber collected at drift dépôts will be entered once for all in columns 1 to 13 of form C5. A copy of form C5 showing only the receipts and disposals of the past month will be sent monthly to the Divisional office where a register in form C5 will be maintained for all dépôts.

The procedure as regards entries in form C5, bills (form C2) cash-book entries, information to Conservator and check of stock will be exactly the same as for forms C1 and C3 (see arts. 100 to 106 and 108).

110. In Divisional offices drift timber will be entered separately from forest timber in F. D. C. annual report forms nos. 21 and 22. Drift timber will not appear in form C4 and F. D. C. form 19.

111. (i) Form C5 will be used only for timber salvaged where regular drift operations, as contemplated by Ch. IX of the Forest Act, are in force and only such drift revenue as appears in form C5 will be credited to head RTII in the cash-book.

(ii) Forms C5(a) and (b) will be used wherever drift operations take place [see Appendix VIII].

Section (ii)—Resin.

112. The forms and procedure resemble those for other produce. The forms are local forms (see arts. 283 to 286).

B.—Outturn by purchaser's agency.

Section (i)—Timber.

(A) WHERE THERE IS A SYSTEM OF MEASUREMENT PRIOR TO EXPORT.

113. Before leaving the forest all timber will be entered on a rawanna in triplicate in form C6 or C6 (a) for the monopoly and the lump sum systems of sale respectively.

114. (i) Range Officers will submit a monthly abstract of trees felled and of outturn by volume in form C4 (a) compiled from the returns of forest muharrirs (or other agency) and from the rawannas and accompanied by one copy of each rawanna. In the Divisional office a separate half page of form C4 will be devoted to each felling area or such other unit as the Divisional Forest Officer may direct.

(ii) As regards the detail required in forest muharrirs' forms (see art. 107 iii). Forest muharrirs' forms which show volume outturn should not be checked with the rawannas as they can never agree.

115. When export takes place at "*chaukis*" against revenue paid in advance by the purchaser [see art. 19 (i) F. A. C.] the officer in charge of the last *chauki* through which the timber passes will compile weekly or fortnightly or monthly abstracts of rawannas in form C7 which will be sent with one copy of each rawanna through the Range office to the Divisional office. The Range Officer will retain a copy of form C7. These abstracts will show the state of each purchaser's revenue account and give full detail of the outturn in volume, hence where they are in use form C4 (a) will show only the number of trees felled in each area and will not be accompanied by rawannas.

116. To assist check muharrirs in preparing form C7 they will, when so ordered by the Divisional Forest Officer, maintain a daily register of rawannas in form C8. No copy will be sent to the Range office.

117. From form C7 and the Range office cash-books the Divisional office will maintain a ledger account in form C9 with each purchaser who pays royalty per unit of outturn in advance. There will be a separate account with the same purchaser for each separate contract.

118. When the sale is not under an agreement, a permit in form C10 will be issued by the Range Officer to indicate the exact nature of the timber sold and to serve as a proof of the purchaser's right to cut and collect the same. The permit will be exchanged for a rawanna at the place of measurement.

(B) WHERE THERE IS NO SYSTEM OF MEASUREMENT PRIOR TO EXPORT.

119. In such cases sales will necessarily be by lump sum, either under an agreement or by permit in form C10. The outturn in volume will be entered in divisional form C4 by use of volume factors per unit sold. Where permits are issued from the Range office the Range Officer will submit a periodical abstract of permits in form C4 (a) supported by a copy of each permit.

(ii) When purchasers dispose of the timber inside the Government forests by resale to petty purchasers, the original purchasers must themselves issue permits to their sub-purchasers and must forward a copy of each permit to the Range Officer. Divisional Forest Officers will decide whether these permits shall be used for entries in form C4 instead of entering the whole volume sold.

(iii) Where forest muharrirs are employed, Range Officers will report the number and girth classes of trees actually felled on form C4 (a) instead of the whole number sold being entered in the divisional form C4, and whenever possible the actual outturn will be recorded on form C4 (a) from forest muharrirs' returns, instead of using volume factors.

Section (ii)—Fuel, charcoal and bamboos.

120. (a) The procedure will be the same as for timber except that when the quantity sold is by number of loads of fixed classes it will be unnecessary to issue a permit; a rawanna may be issued in the first instance to be checked at the place of export.

(b) Where there are no measurements prior to export and the price is not based on any unit of volume, entries will be made in divisional form

C4 direct from range cash-books by the use of volume factors per rupee of revenue.

Section (iii)—Minor produce.

121. (i) Minor produce being usually sold by lump sum contracts without any export or measurement system, its value instead of its volume will ordinarily be entered in form C4 in the Divisional office directed from range cash-books.

(ii) Where any system of measuring actual outturn is in force or sale is by permit per unit of quantity, the procedure will be the same as for timber or fuel.

(iii) Where much detail of minor produce is necessary, separate registers of form C4 with columns to suit the circumstances may be utilized, but see art. 138.

Each kind of produce sold separately is to be recorded separately in form C4.

Section (iv)—General.

122. No copies or abstracts of forms C4, C6, C6 (a), C7, C9, C10 will be sent to the Conservator.

Section (v)—Revenue demand and outstandings.

123. (i) All revenue payable for timber and other produce sold under an agreement will be paid in one or more instalments on fixed dates. Such instalments may include all or part of the advances of royalty per unit of outturn (see art. 117). The contracts and instalments due will be entered in form C12 by the Divisional Forest Officer after the annual auctions. The amounts of instalments will be entered in red ink. Each sale will be given a serial number, sufficient space will be left for alterations and additions. There will be three copies, viz., for the Divisional office, Camp office and Conservator.

(ii) An abstract of realizations and outstandings in form C12 (a) will be sent monthly to the Conservator together with a note of all changes (by reference to the serial numbers) and additions. The abstract will show the following particulars:—

Demand up to the end of the preceding month.

„ added during the month.

„ written off during the month.

„ at the end of the month.

Amount realized during previous months.

„ „ „ the month.

Total amount realized.

Balance still to be realized.

Remarks explaining the balance.

(iii) When any instalment appears in a range cash-book the amount in form C12 will be blackened over in the Divisional office. The camp copy will be similarly dealt with on receipt of the classified abstract of revenue (see art. 207) and will then be compared with the Divisional office copy.

(iv) Range Officers will receive a copy of the entries concerning their range and will keep it up to date. They will not send any return in this form to the Divisional office.

124. (i) The demand, realizations and outstandings on account of grazing on payment will be entered in the Divisional office by ranges in form C13 from Range office grazing returns and range cash-books. Separate registers may be maintained for cattle grazing at full and at privileged rates. The register need not be maintained for cattle grazing at privileged rates when the revenue is collected by the district authorities and paid in lump sums, but when such revenue is not paid in advance the total amount due, realizations and outstandings will be shown in form C13.

(ii) The supplementary grazing forms, viz., permits passes, enumeration lists and Range office returns, used for compiling form C13 will all be local forms (see arts. 283 to 286) devised to suit local circumstances.

125. (i) Any revenue demand sanctioned by the Divisional Forest Officer prior to its realization which does not appear in forms C1, 5, 9, 12 or 13 will appear in the divisional *register of petty revenue demands*, form C14. The amounts of demand will be entered in red ink and the procedure will be the same as for the camp copy of form C12 [see art. 123 (iii)].

(ii) In cases where known quantities of standing trees or other produce in a definite area are to be sold by petty sales, each such area will be allotted a page or pages of form C14. The number of trees or quantity of produce to be sold in such area will be entered at the top of the page and below that the name of each purchaser and the demand. If any part of the produce is subsequently transferred to free grantees, a note to that effect will be made.

(iii) Recoveries from subordinates for losses of or damage to Government property through negligence are not fines and will appear in form C14.

(iv) Range Officers will maintain form C14.

126. Ordinarily no copy or abstract of forms C13 and C14 will be sent to the Conservator, but an abstract of the demand, realizations and outstandings on these forms will be supplied when called for in cases where large sums are involved.

127. (i) Form C15 *outstandings of revenue* is an annual form. It will not be used in Range offices. At the close of the financial year, in order to compile F. D. C. annual report form no. 26, all outstandings will be brought from forms C1, 5, 12, 13 and 14 on to form C15. A copy of C15 will then be forwarded to the Conservator. Realizations of such outstandings will then be entered on form C15 as they occur. Before the 15th January the form for the preceding financial year will be sent again to the Conservator, showing all subsequent realizations and sums written off under the Divisional Forest Officer's powers (see art. 128). At the same time application will be made for sanction to write off larger sums. An explanation will be attached in regard to any sums that are neither recovered nor to be written off.

(ii) Amounts relating to the previous year which it is possible to realize should all have been recovered before the 1st January, use being made when necessary of sections 81 and 82 of the Forest Act.

G. O. no 202A, (iii) Collectors and Deputy Commissioners should, when desired to do
dated the 2nd July, 1887, recover arrears due to the Forest department under section 81 of the
Forest Act.

When a Divisional Forest Officer requires a Collector's assistance, he will furnish him with a certificate of the money being due, of its amount, and of the person from whom it is due, and it will be the Collector's duty to recover the sum without delay. If, however, a demand is disputed and the Collector considers that there are good grounds for suspending its enforcement pending the orders of the Government, he should return the certificate to the Divisional Forest Officer with a note to that effect and a memorandum of his reasons for suspending the demand, and the latter officer will then prepare a statement of the case to be submitted through the Conservator, for the orders of the Government in the Forest department.

G. O. no 53/
XIV-135, dated
the 29th January,
1911. **128.** Under art. 61 (ii), F. D. C., power has been delegated to all Divisional Forest Officers to write off sums of irrecoverable revenue up to Rs. 25 in each case.

129. Outstandings relating to the current financial year will be written off under proper authority from forms C1, 5, 12, 13 and 14 as soon as possible after they have become irrecoverable. The sanctioning order will be quoted in those forms against each item written off.

C.—Outturn by free grantees, right holders and concessionists.

130. (i) Where measurements are made prior to export a permit in form C10 will, if so ordered by the Conservator, be issued first and will be exchanged for a rawanna at the place of measurement (see art. 118) Local forms may be substituted for form C10 for this purpose. The rawanna will be in form C6 (b), columns 1 to 5.

(ii) Where there is no subsequent measurement a rawanna in form C6 (c) will be issued in the first instance instead of a permit, only columns 1 and 2 being filled in.

(iii) When produce is paid for at privileged rates by concessionists columns 6 and 7 of form C6 (b) will be filled in.

(iv) The rawanna must also show the purpose for which the produce is given to the extent required by the local form prescribed in art. 135.

131. (i) The outturn will be reported to the Divisional office in form C4 (a) supported by the rawannas and entries will be made in divisional form C4 on the same system as for sales (see arts. 114, 119 and 121). Separate registers will be kept in form C4 for produce given free. Produce at privileged rates will be entered in the sale registers, but separate from ordinary sales. No copy will be sent to the Conservator.

(ii) The number of cattle which grazed free of charge will be reported by Range Officers in such local forms as circumstances may require, and if necessary a register may be maintained in the Divisional office in form C13. Cattle grazing at reduced rates will always be entered in form C13 (see art. 124).

132. In all divisions where produce or grazing is given free or at privileged rates to villages under Government notifications a register

will be maintained in Divisional offices recording the quantities given to and the number of cattle grazed by each village annually. The form will be written up from the rawanmas and local grazing forms. Entries will be made in pencil until the total for each village can be inked in at the close of the forest year. The register will be printed showing the sanctioned quantities of produce for each purpose and the sanctioned number of cattle for each village.

Produce sold to concessionists and cattle grazed at privileged rates will be entered on this form, with an extra column for "amount paid."

A somewhat different form will be required for each Government notification, hence the forms will be local. The form will be maintained in Range offices, but no copy will be sent to the Divisional office. No copy will be sent to the Conservator.

133. Grants of produce given free or at reduced rates by special order will, in addition to the export procedure laid down in arts. 130 to 132, be entered in Range offices in form C16. A copy will be sent to the Divisional office where a similar register will be maintained and a copy thereof will be sent to the Conservator monthly.

134. Under art. 58 (ii), F. D. C., the following powers of sanctioning grants of forest produce free or at favourable rates have been delegated by the Local Government :—

- (a) To the Chief Conservator up to a value of Rs. 1,000.
- (b) To Conservators up to a value of Rs. 1,000 in any one case (Appendix vii, F. D. C.).
- (c) To Deputy Conservators and Extra Deputy Conservators in charge of divisions up to a value of Rs. 250, and to all other Divisional Forest Officers up to a value of Rs. 50, in any case, provided all such grants are reported to the Conservator.

G. O. no. 1197,
dated the 6th October,
1915.
G. O. no. 331/
XIV—49, dated
the 17th April,
1917.

135. The value of all produce given free will be calculated for the annual report from form C4 by multiplying the totals for the year by rates to be fixed for each class of produce. The full value thus calculated of produce sold at privileged rates and the full grazing dues, less the amounts paid, will be included in the total value of produce given free.

D.—General.

136. (i) Forest produce and other property seized in connection with offences against forest law will be entered by range Officers on form C17, if it possesses any sale value. Each entry will be given a serial number and each item seized will appear once only. Disposal will be entered when effected. A monthly return in the same form will be sent to the Divisional office showing only seizures and disposals of the month. The divisional register will in the same way show each seizure item once only, disposals being entered subsequently. No return will be sent to the Conservator.

Forest produce seized in connection with breaches of agreement or executive order will not appear.

(ii) When sale is ordered by the Divisional Officer, produce cut and collected by Government agency will be entered in form C1 and produce by other agencies in form C14. Tools, etc., which are to be kept as

Government property will be entered in form D2 or D4 (see arts. 142 and 144).

137. The above system of accounts is based largely on the necessity of recording the outturn of forest produce in such a way that at the close of the forest year the figures required by the control forms and those accompanying the Annual Administration Report will be readily available.

The correspondence of these forms with those detailed above in arts. 100 to 136 is as follows :—

Account form	Control form.	Annual report form
C1	...	21,22
C4	9	19,20
C5	...	21,22
C18	...	17
C16	...	26

Form C4 and the returns from which it is compiled should not give greater detail of outturn than is required by F. D. C. forms 2, 19 and 20.

138. (i) Conservators are responsible that the accounts of all export of forest produce are maintained on the lines laid down in arts. 100 to 136. If changes of principle are deemed advisable they may be introduced only with the sanction of the Conservator, after consultation with the Chief Conservator who will apply to Government for sanction to introduce the necessary changes into this Manual. Local forms may be made use of only to supplement the prescribed forms and not to alter them, add to them or replace them (see art. 283).

(ii) Conservators are also responsible for the system of export adopted, and for there being no unnecessary variety of procedure in the principal export systems. The export rules incorporated in the annual sale notices of the Italdwani and Ramnagar divisions are printed as Appendix XI as a guide for all divisions.

139. Monthly timber and sale returns, if called for under arts. 105, 109 and 112, will be compared by the Conservator with the classified abstract of revenue (see art. 207) and the opening and closing balances will be checked. Monthly returns under art. 123 (and under art. 126 if called for) will be compared with the classified abstract of revenue. Form C16, the return of special free grants (see art. 133), will be scrutinized by the Conservator.

PART II.

ACCOUNTS OF LIVE AND DEAD-STOCK.

G. O. no. 70/
XIV—180, dated
the 12th February,
1902.

140. In those divisions where Government elephants or other cattle are kept, returns of live-stock, together with a statement of the cost of keep and of the work on which they have been employed, will be submitted to the Conservator annually on 15th July in form D1.

141. The following regulations regarding the care and rationing of the Government elephants are prescribed for observance by those officers who have elephants in their charge :—

- (i) Such officers are personally responsible for the proper feeding of the elephants.
- (ii) The natural food of elephants is grasses almost exclusively, although some leaves are browsed. Bark is only used very occasionally, apparently medicinally. The constant feeding on the bark of fig trees is deleterious and heating; eye and skin affections result and general irritability of the system causes the formation of sores and abscesses. From the months of March to October, in most divisions, grass is obtainable for elephant fodder and should be supplied in preference to bark. The latter is preferred by the attendants as it is collected with much less labour.

Elephants must also be allowed to graze as frequently as possible and must on no account be tied up at one spot for many hours together in the day time.

- (iii) During the recess season elephants will as a rule be given half rations; but if sugarcane is available and is given, no ration should be given, unless the officer is satisfied that the health of the elephant requires it.
- (iv) Unless there are good reasons to the contrary, any elephant driver whose elephant is out of condition will be placed on half pay.
- (v) It is undesirable that Government animals and elephants should be lent for religious processions or for shooting purposes.

142. Range and Divisional offices will enter all stores, tools and plant, when received or disposed of, on form D 2 in the manner shown by the specimen entries in the form annexed. As many columns as are necessary will be allotted to each class (see art. 145). Divisional offices will make entries by ranges and will show transfers from one range to another. Receipts due to new purchases and issues due to writing off will have no corresponding entry in another range, hence they will be entered in red ink. Prices of new articles will be entered in brackets. In Range offices and in divisions where all stock is returned to a central dépôt, each page of the register will show a series of years instead of names of ranges.

G. O. no. 662/
II—933B., dated
the 1st June, 1894.

No copy nor any kind of monthly or periodical return will be sent to the Divisional office from Range offices except stock issues and receipts in form D3 and 3 (a) (see art. 143). No copy will be sent to the Conservator. Once during the year the range and divisional registers will be compared.

FOREST DEPARTMENT.

Register of stores, tools and plant of the ——— division for 19 ———
 RECEIPTS + ISSUES—

Month and office in which trans- action took place.	Camp equipment.				Office fur- Rest-house furniture, veying instruments.								Tools.										Mach- nery.	
	Tents.	Shoulders.	Camp tables.	Camp chairs.	T. bles	Chairs.	Tables.	Easy chairs.	Basins.	Pris uale com- pass.	Abney's level.	Mathematical instrument box	Chairs.	Phonog- raphs.	Shovels.	Crowd bars.	Axes.	Files.	Hammers.	Rakes.	Pick axes.	Scales		Bits
Divisional balance on 1st April, 1911 (as per form D5).	5	10	3	6																				
<i>Head Office.</i>																								
Balance on 1st April, 1911	3	3	1	2																				
December, 1911	-1	-2	+1																					
March, 1912		+1(60)	+1(15)	+2(6)																				
Balance on 31st March, 1912	2	2	8	4																				
<i>Haldwani Range.</i>																								
Balance on 1st April, 1911	1	3	1	3																				
December, 1911	+1	+1																						
Balance on 31st March, 1912	2	4	1	2																				
<i>Kalsia Range.</i>																								
Balance on 1st April, 1911	1	2		1																				
December, 1911	..	+1																				
February, 1912	..	-1																				
Balance on 31st March, 1912	1	2	..	1																				
<i>Ramnagar Range</i>																								
Balance on 1st April, 1911	..	2	1	1																				
December, 1911		..	-1	..																				
January, 1912	+1(120)																				
Balance on 31st March, 1912	1	2	..	1																				
Divisional Grand total on 31st March, 1912	6	10	4	8																				

143. (i) The proper maintenance of form D2 will depend on the following system of stock issue and receipt forms D3 and 3(a) :—

(ii) An officer issuing stock will send out with it a page of his issue book, he will receive in return a page of a receipt book, and will paste it on to the corresponding counterfoil in his issue book.

An officer receiving stock will issue a receipt and will paste on to the counterfoil of the receipt the page of the issue book which he received with the stock.

When an officer issues stock to someone who does not keep a register, such as a forest guard, contractor, etc. the procedure will be different, as such persons cannot be provided with receipt and issue books; moreover, it is only a temporary issue and not a permanent transfer. In such cases the receiver will return the page of the issue book with an acknowledgment on it and it will be repeated in the issue book. When such stock is returned the issue book page will be endorsed accordingly. Officers will keep separate issue books for permanent issues to other officers and for temporary issues within their own charge. Before the annual stock-checking every page in the latter book must have been endorsed for return of stock. When new stock is purchased by the Divisional Forest Officer it will be first entered as received in Divisional office and then as distributed. The + and—entries will not be made until the receiving officer's receipts have been received and pasted in the issue book.

When a Range Officer is allowed to buy stock direct he will send a receipt to Divisional office. Such purchases will be distinguished in his receipt book by there being no issue book page to paste in. Similarly when he is ordered to write off stock he will send an issue page to Divisional office and will have no receipt to paste in. Such issue pages must show full particulars of the disposal of the discarded stock.

When stock is interchanged by Range Officers each will send a carbon copy of his issue and receipt book page respectively to Divisional office. No entry relating to range distribution will ever be made in Divisional office until the necessary receipt and issue forms prescribed above for various cases have been received.

In divisions where Range Officers do not keep stock registers but return everything annually to a central stock dépôt, Range Officers may be treated by the Stock Officer in the manner prescribed for forest guards and other temporary receivers.

144. Form D2 will not be used in Divisional and Range offices, for stores such as iron sheets, nails, etc., which when issued are generally used up. Such articles will be entered on form D1. Sufficient space for a year's entries will be allotted to each such class of stores. The balance will be struck annually on 31st October or at such intervals as may be found convenient. The decreases in quantity by use in buildings, etc., will not require writing off under art. 62, F. D. C. Such stores will also not appear in form D5 (see art. 145).

145. (i) A return (form no. D5) of stores, tools and plant will be submitted to the Conservator by Divisional Officers once a year on the 1st July for the past financial year.

(ii) Stores, tools and plants should ordinarily be classified as follows :—

- (a) Camp equipment.
- (b) Office furniture.
- (c) Rest-house furniture.
- (d) Drawing and surveying instruments.
- (e) Tools.
- (f) Machinery.
- (g) Miscellaneous.

Other classes will be added when necessary.

The value of the stock required for F. D. C. Annual Form 23 will be obtained by adding the cost price of new articles (see form D2) to the value of stock shown as on hand at the close of the previous year and by deducting therefrom the sale value of articles written off and depreciation on articles still on hand at rates to be approved by the Conservator.

G. O. no. 419L.,
dated the 8th Octo-
ber, 1915.

146. (i) Under art. 62 (i), F. D. C., power has been delegated to the Chief Conservator to write off valuable stores up to a value of Rs. 5,000, and to write off stock to a value of Rs 250 to Deputy Conservators and Extra Deputy Conservators in charge of divisions and to a value of Rs. 50 to all other Divisional Forest Officers.

G. O. no. 331/
XIV—49, dated
the 17th April,
1917.

Conservator's
Circular no. 81,
dated the 12th Oc-
tober, 1888.

(ii) The following orders are subsidiary to art. 62 (i), F. D. C. :—

When any Government stores (including elephant gear) are condemned as useless, the Divisional Officers will personally inspect the same before condemning them, and in each case a written order under their signature shall be put on record condemning the stores.

All condemned stores of any value should be sold by auction. Perfectly useless stores should be destroyed by fire or otherwise. No condemned stores should be given away gratis.

G. O. no. 780/
XII—910C., dated
the 4th January,
1894.

When the proceeds from condemned stores are credited in the cash-book an entry should be made in the same giving the number and date of the Divisional Officer's order condemning the stores; this order should be reproduced in the classified abstract of revenue submitted to the Conservator (see art. 206).

In the case of tents, a certificate of unfitness attested by two Government officers must be attached. When tents of under ten years' use are condemned the reasons must be fully and specially stated.

PART III.

CLASSIFICATION OF REVENUE AND EXPENDITURE.

147. In reference to art. 59, F. D. C., and appendix I to the F. A. C. it is laid down that :—

1. Under head R. V.—Fines and confiscations under the Forest Law should on realisation be credited to "Law and Justice" (1) when imposed and realised by Judicial Officers, (2) when imposed by Forest and realised by Judicial Officers (should such cases ever occur); and to "Forest revenue" (1) when imposed and realised by Forest Officers, (2) when imposed by Judicial and realised by Forest Officers.

2. *Under head AVI.*—Expenditure on account of the hire of cattle will be charged under the appropriate sub-head as part of the outlay on the work for which they are required.

3. Refunds of forest revenue should appear as minus entries in the revenue side of the accounts irrespective of the year in which the revenue was credited.

PART IV.

BUDGET ESTIMATES.

148. With reference to art. 73, F. D. C., the general regulations regarding budgets are contained in the U. P. Budget Manual. The following regulations emphasize the essential points and include some further details special to the preparation and submission of the budget estimates of the Forest department.

149. The estimates of divisions will be prepared in form E1 and must reach Conservators by the 20th August. They will be accompanied by the "plans of operations" prescribed in art. 77.

150. The entries to be made in form E1 will be regulated as follows :—

(i) The figures of the budget estimate for the current year will be the figures originally sanctioned, but if any modifications of the original grants have been made under proper authority in the course of the year, the modified grant should not be shown as the budget estimate of the year, but the sanctioned changes in the grants should be fully explained in the remarks pages of the budget.

(ii) The figures of the revised estimate should be shown by Divisional Forest Officers and Conservators in their budgets with necessary explanations of variations. These figures will be based on the actuals of as many months of the current year as may be available and an estimate of revenue and expenditure of the remaining months. It must be clearly understood that any excess in the total figures of the revised estimates is not authorised expenditure unless covered by a supplementary grant of the amount required.

(iii) The budget estimates for the ensuing year will include only sanctioned items of expenditure, i.e., expenditure regularly included in the budget from year to year or approved by definite orders for inclusion in the estimates. Expenditure administratively sanctioned by Government but in respect of which formal orders directing its inclusion in the budget have not been received, should not be included; but normal increases of ordinary expenditure, e.g., necessary increases under heads AI to VI, AVIII and IX, for carrying on works on lines already approved should be included in the budget.

(iv) The following instructions should be observed in preparing budget estimates :—

(a) The estimates of the current year must not be accepted blindly as a basis for framing those of the next. It is always tempting to save trouble by taking the figures of the current

year for granted; but the process leads to waste and extravagance. It results in the reappearance year after year of expenditure that has long become obsolete. The need for every item must be carefully scrutinised before it is entered.

- (b) An estimate should be for what is expected to be actually received or paid (under proper sanction) during the year, including the arrears of past years, not for the demand or liabilities falling due within the year.
- (c) Estimates should provide only for existing expenditure. All proposals for new expenditure (e. g., new posts, new projects, etc.) should find a place in the schedule of new expenditure (see rules 32 to 34 of the Budget Manual).
- (d) Estimates should show the sanctioned scale in the case of fixed charges. But where pay is progressive, provision should be made for increments that are due on the 1st of April of the year for which provision is made.
- (e) The number and rates of pay of all sanctioned establishment, whether permanent or temporary, should be given in detail.
- (f) The estimate for fluctuating items of expenditure (such as travelling allowance) should be based on the average of the past three years' actuals, and the allowance made for any causes likely to modify that figure.
- (g) It often happens that an establishment or some special allowance is sanctioned for an official year, and the charge for the last month only becomes due when the new year has commenced and must be taken against the grant of that year; provision should be made accordingly.
- (h) Non-votable expenditure should be shown in red ink.
- (i) No provision for leave or deputation allowances of officers in England and for stores to be purchased or payable in England should be made in the departmental budgets. A statement showing the necessary information will be submitted to Government by the Chief Conservator of Forests by the end of August each year as prescribed in rules 25 to 38 of the Budget Manual.

151. (i) The Circle budget will be prepared from the divisional estimates in the prescribed form for each circle separately and should be despatched by Conservators to reach the Chief Conservator not later than the 30th September. They should be accompanied in each case by a memorandum explaining fully the variations in the revised and budget estimates as compared with the original estimates of the current year.

(ii) The Chief Conservator will scrutinise the budgets of all the circles and complete the appendices, etc., relating to pay of gazetted officers and submit copies to Government and to the Accountant-General so as to reach them not later than the 1st November.

(iii) The instructions contained in art. 150 are applicable also to the Circle and Chief Conservator's budgets and must be followed in their preparation.

152. The schedule of new expenditure [art. 150 (iv) (c)] will be forwarded to the Chief Conservator by Conservators and must be timed to reach the Chief Conservator on the 1st September and the Forest Secretary not later than the 8th September.

(iv) As regards expenditure recorded under "A VII.—Communications and Buildings" the following standards of expenditure have been fixed :—

	Rs.
A. VII.—(a) Communications	1,80,000
A. VII.—(b) Buildings	1,00,000
A. VII.—(c) Other works	20,000
Total	3,00,000

The figures represent the cost of such new works as it is within the power of Forest Officers of all grades to sanction without reference to Government, and also the cost of maintenance. The distribution of these amounts to circles will be made annually by the Chief Conservator so that necessary provision within the limits thus fixed may be included by Conservators in the Circle budgets. If in any year it is anticipated that less expenditure than the standard fixed for each sub-head is required, a less amount should be provided for the sub-head in the budget. If on the other hand it is anticipated that more expenditure will be required, only the sanctioned figure should be entered in the budget and a lump sum representing the excess for each sub-head should be entered in Part I of the schedule of new demands, with a brief but clear explanation of each of the items included in the excess.

153. When a grant has been voted by the Legislative Council the amount voted, together with any sum assigned to the same major head or heads of account which does not require the vote of the Council, will be communicated to the Chief Conservator of Forests. When the final orders of the Government on the estimates have been issued to the Accountant-General, an abstract of the budget showing the total of each sub-head is forwarded to the Chief Conservator, who will make the necessary corrections in the circle budgets concerned and print the budgets and distribute them.

On receiving the printed budgets from the Chief Conservator it will be the duty of each Conservator to make allotments among his Divisional Officers.

154. The general rules relating to expenditure in excess of the budget estimate will be found in paragraphs 48 to 50 of the Budget Manual and for the supplementary estimate in rules 59 and 60. No application for a supplementary estimate will be entertained by Government after 31st of December.

155. In order to reduce as much as possible the frequency of changes in the sanctioned budget grant under each sub-head, changes of petty nature will not as a rule be applied for until as near the close of the financial year as is compatible with obtaining the necessary sanction; provided always that any expenditure in excess of the allotment which is likely to occur before the month of March shall be provided against as soon as the excess is known. For this purpose Divisional Forest

Officers will submit to the Conservator, so as to reach him not later than the 5th February latest, estimates showing the actuals to the end of January and a close estimate for February and March. The Conservator will treat these latest figures as an application for such reappropriations of funds as are indicated thereby and will make arrangements accordingly.

If he requires extra funds from other circles or has appreciable savings available for other circles he will immediately forward latest estimates to the Chief Conservator, otherwise he will intimate to the Chief Conservator that no changes in the circle totals are proposed.

156. Provision made in the budget does not authorise expenditure without further sanction if the amount of the item is in excess of the maximum fixed for each class of officers, and no expenditure may be incurred under any budget head if the provision made under such head by competent authority is not sufficient to cover the outlay (see arts. 195 to 206).

157. The want of provision in the estimate does not operate to prevent payment of any sums really due by Government, nor the want of sanction to prevent the record of any actual payment. Money indisputably payable should never be left unpaid.

All charges incurred must be paid and drawn at once, and under no circumstances may they be allowed to stand over to be paid from the grant of another year. If possible, expenditure may be postponed till the preparation of a new budget has given opportunity of making provision and till the sanction of that budget has supplied means; but on no account may charges be actually incurred in one year and thrown on the grant of another year.

G. O. no 187/
XIV-226, dated
the 9th February,
1923.

158. Under rule 38 (2) of the Devolution Rules power of reappropriation in respect of the budget grant under the head 8—Forests has been given to the Chief Conservator of Forests subject to the provisions of rules 51 to 58 of the U. P. Budget Manual. Copies of orders sanctioning any reappropriation should, under rules 56 to 58 of the Budget Manual, be communicated not only to the Finance department and the Accountant-General, but also to the Forest department, as soon as orders have been passed. All proposals for reappropriation which require the previous consent of the Finance department should be made through the Forest department.

159. The following procedure is prescribed for preparing the budgets and Working Plan divisions:—

Working Plan Officers will prepare their own budgets and revised estimates for all expenditure and will submit these for the approval of the Conservator of Forests, Working Plan circle, on 20th July, who after making such additions and alterations as he thinks fit will return the estimates to Working Plan Officers concerned for incorporation in the territorial divisional budget. The territorial Divisional Forest Officers will show the items relating to working plan separately in their budgets under each sub-head, e.g.:—

AVI (c)	Rs.
Divisional Working Plan	3,000
				200
			Total	3,200

160. The Working Plan Officers will keep a monthly abstract of expenditure by sub-heads to prevent the Working Plan budget being exceeded for which they will be responsible.

161. A Working Plan Officer will submit his latest estimate to Conservator, Working Plan and Research circle, and to the territorial Divisional Forest Officer by the 1st February at latest. The Divisional Forest Officer will incorporate them in his latest estimates. The Conservator, Working Plan and Research circle, will consolidate the latest estimates for all working plans. If he finds, for example, a shortage under the total of A in the Western circle and has an excess under A in the Eastern circle, he will inform the Conservators by the 10th February at latest and ask them to arrange a transfer from one circle to another.

Working Plan Officers will apply through Conservator, Working Plan and Research circle, to territorial Conservators concerned for sanction, etc., certifying that the expenditure can be met out of the funds provided in their budget.

162. (*See art. 223*).

163. The Accountant-General is required to prepare and submit to the Local Government an annual Appropriation Report of the receipts and expenditure of the Forest department, setting forth the results of the comparison of the actuals with the estimated figures of the year, and detailing the causes of difference. Accordingly, not later than the 1st September, a statement containing the following figures should be submitted by each Conservator to the Chief Conservator :—

G O. no. 2330/
X—III, dated the
16th September,
1916, to the A. G.

(a) Actuals of previous year.

(b) Budget of the year in question.

(c) Actuals of the year in question.

The figures will be classified under the following heads for each circle as a whole :—

<i>Receipts.</i>	<i>Expenditure.</i>
I.—Timber and other produce removed by Government agency.	A.—Conservancy and Works.—
II.—Timber and other produce removed by consumers or purchasers.	I.—Timber and other produce removed from the forests by Government agency.
III.—Other receipts (i.e., the total of the figures under all other service heads).	II.—Timber and other produce removed from the forests by consumers or purchasers.
	III.—Other charges (i.e., the total of the figures under all other service heads under A.—Conservancy and Works).
Total.	B.—Establishments.
	Total.

An explanation should be given of differences between B and C, detailing the cause in each case.

Every excess of actual expenditure over budget figures should be carefully explained, and, if it is more than a petty amount, it should be shown how and why the budget check failed and when the matter was reported to Government.

As regards differences between A and C, i.e., between the actuals of the two years, attention need be drawn only to the leading features of the differences, without very detailed remarks.

These statements will be combined by the Chief Conservator into a consolidated statement which he should forward to the Accountant-General not later than the 15th of September.

PART V.

ACCOUNTS OF MONEY TRANSACTIONS.

Section (1)—General.

164. (i) The principal rules for Forest department accounts of money transactions are contained in the F. A. C. The parts of the C. A. C. by which Forest Officers must be guided are stated in article 2 of the F. A. C.

(ii) The following rules are supplementary to the F. A. C., the paragraphs thereof referred to being indicated by numbers in brackets following the article number.

165. (i) [57, 75 and 76]. The Divisional Forest Officer will exercise general control over the accounts of subordinate offices.

(ii) The general principle in regard to the keeping of accounts by subordinate officers is that all detailed accounts of transactions connected with the working of the forests and office business shall be primarily maintained by the subordinate officer directly in charge, viz., all Range Officers, Head Clerks and Camp clerks of Conservators and Divisional Officers and such other officers as circumstances may require

G. O. no 5/
XIV—172, dated
the 4th January,
1908.

(iii) Range Officers and other subordinates are held absolutely responsible for the upkeep and correctness of their accounts, but may on their own responsibility delegate the writing up of the cash-book to their clerks

166. (59) A summary of the account forms to be rendered monthly to the Accountant-General by Divisional Officers* and to Divisional Officers by subordinate officers is given in art. 287, series E.

Accountant General's no. M. A. S./3, dated the 16th April, 1915.

167. (i) (60) The 10th of each month is the latest date permissible for the despatch of the monthly accounts from any Divisional office to the Accountant-General. The accounts of each division must be despatched on the earliest possible date and in no case later than on the date for each division given in the subjoined table.

* This article and all other articles relating to monthly accounts sent to the Accountant-General apply to the monthly accounts of the Direction divisions unless the sense of any article is repugnant to such application.

(ii) Table of latest dates for despatch of monthly accounts :—

Circle.	Division.	Date	
Western	Delhra Dun	8th of the month.	Accountant-General's order no. M. A. S./639, dated the 9th December, 1915.
	Saharanpur		
	Lansdowne		
	Direction		
	Raunagar		
Kumaun	Other divisions	9th	
	Naini Tal	10th	
	Direction	8th	
	Other divisions	10th	
Eastern	Gonda	5th	Accountant-General's order no. M. A. S./753, dated the 30th September, 1916.
	Jhansi		
	Pilibhit		
	Babraich	6th	
	Direction	8th	
	Other divisions	10th	

(iii) (58) In the case of the accounts of March, a maximum extension of ten days is permitted beyond the dates fixed in the above table.

168. All accounts sent to the Accountant-General must be in English and the needful particulars will be entered in English on all vernacular vouchers and be signed by the Divisional Officer when they are forwarded for audit in support of charges entered in the divisional monthly accounts.

169. (26, 58) Subordinate officers who do not submit their accounts direct to the Accountant-General will close their accounts not earlier than the 20th of each month.

170. Neither blank returns nor a forwarding letter will accompany the monthly accounts of any office (see arts. 193, 194).

Section(ii)—The cash-book and cognate matters.

171. (16, 17 and 18) The principal record of all money accounts is the cash-book in form 121 (F. A. C. form 5). All other registers are subsidiary to the cash-book.

172. (16 and 17) The cash-book of all subordinate disbursing officers shall contain a detailed record of their daily transactions and shall be written up daily.

173. (21) The provisions of art. 21, F. A. C., apply to the cash-books of subordinate officers.

174. (16, 17 and 19) The entries to be made on the revenue or debtor side of cash-books are regulated as follows :—

1. In order that the cash-book of each subordinate officer may present a complete account of the transactions with which he is concerned, every item of revenue received in connection with his charge will appear first in his cash-book. For this purpose payments in cash will not as a rule be taken in Divisional offices; and chalans for revenue paid direct into treasury by purchasers or others will be handed over by them to the Range Officer concerned, or will be sent to him from the Divisional office, for entry.

G. O. no 240/
XIV-47, dated the
25th March, 1914.

In special cases where it is more convenient to enter a certain class of revenue direct into the divisional cash-book the Conservator may relax this rule, or in cases of numerous regularly recurring petty payments he may authorise the receipt of cash by the Head Clerk of the Divisional office.

2. Every entry in subordinate cash-books of revenue received and all entries in divisional cash-books of revenue taken direct into divisional accounts will show the name of payer, the general nature of the payment and a sufficient reference to the subsidiary return (see Ch. III, Part I) in which the item appears. Details of rates, volume, quantity, forest concerned, etc., will not appear unless there is no corresponding entry in any subsidiary return.

3. Entries will be supported by a copy of the receipt in form E3 (see art. 179), when one has been issued.

4. Payments which are not payments in full must always be entered as "part payments" or "final payments."

5. All entries of revenue received must be the gross amounts and not nett amounts after deducting connected expenditure.

6. Earnest money deposits tendered by contractors or purchasers of forest produce will not appear in the cash-book and are credited in the treasury to Revenue Deposits and not to Forest Remittances. No previous authority of a Forest Officer to receive this money is necessary, but the depositor must state the name of the Forest Officer in whose favour he makes the deposit. These deposits may be received at sub-divisional as well as at the headquarters treasury of a district.

Refunds of earnest money deposited by contractors will be made from the treasury under the authority of an order endorsed by the Forest Officer upon the receipt, but see arts. 194 (b) (i) and 201 (b), C. A. C. If the lease concerns the accounts of more than one division, the sanction of the Conservator is necessary. No part repayment of earnest money can ever be made, but the whole can be withdrawn from the treasury and part can be deposited. Post office savings bank accounts may also be opened for earnest money, and for sums over Rs. 500 Government promissory notes may be purchased.

175. (i) (16, 25) All entries on the expenditure or creditor side of cash-books, except totals of subordinates' accounts in the divisional cash-book, must be supported by vouchers [see arts. 194 (ii), 208 (iii) and 212]. Ordinarily no item will be entered in any subordinate cash-book the voucher for which has not been passed by the Divisional Officer, and on no account will any such item be taken into the divisional cash-book before the voucher has been passed by the Divisional Officer.

(ii) All entries in the subordinate cash-books of "remittances of revenue to treasuries" will show the name of the treasury and the treasury number and date of each chalan or advice list in the column of "Particulars"; and when revenue is remitted to a sub-treasury or tahsil the name of the district treasury to which it is subordinate must also be given. In the divisional cash-book these details are not required as they appear in the schedule of remittances to treasury (art. 210).

176. (i) (15, 27) Whenever necessary, the Local Government may authorise the appointment of treasurers, upon sufficient security, to have charge of the cash chest.

(ii) Cash in small sums may be collected by such subordinate officers who do not keep a cash chest as the Divisional Forest Officer may authorise, but it must be deposited with the least possible delay into the cash chest of the officer in whose accounts it will first appear.

(iii) A record must be kept of the particulars of currency notes received of values over Rs. 100.

(iv) *Under no circumstances* shall any Forest Officer or subordinate place any private money in his Government cash chest.

(v) Under the provisions of arts. 165 and 174 (1) there will ordinarily be no cash in the divisional cash chest and no cash balance in the cash-book. G. O. no. 240/
XIV-47, dated the
25th March, 1914.

177. (i) In order to minimize the risks of loss or fraud in the collection of revenue Divisional Forest Officers will make it a condition of sales under an agreement that the revenue must be paid by the purchaser direct into a treasury, and he will further insist that, as far as possible, other sums shall also be so paid by purchasers (also see art. 178).

(ii) When revenue is collected in cash it shall ordinarily be paid into treasury with as little delay as possible, but numerous petty remittances must be avoided. Conservators will fix a maximum amount up to which small collections of revenue may be retained in the cash chest until the closing of the accounts, before which date all cash must be remitted to treasury or used locally [see art. 187 (2)].

178. (i) Each remittance to treasury by a Forest Officer will be accompanied by the usual chalan form supplied by Treasury Officers in duplicate; one copy will form the voucher to the entry in the cash-book, and the other will be retained by the Treasury Officer.

Remittances by purchasers [art. 177 (i)] will be accompanied by chalan forms in triplicate, one copy being given to the remitter who will send it to the Forest Officer directly concerned, one copy being sent by the Treasury Officer to the Divisional Officer under art. 410, C. A. C., and one copy being retained by the Treasury Officer. Chalans will eventually be sent to the Accountant-General as vouchers.

(ii) The following particulars will be given by the Treasury Officer in English on the back of each vernacular chalan or advice list :—

- (1) Name of sub-treasury or tahsil.
- (2) Amount acknowledged.
- (3) Number and date of Treasury Officer's receipt.
- (4) By what Forest Officer remitted.

(iii) Chalans accompanying remittances of cash by account-keeping officers will not show particulars of the source, etc., of the revenue, and when a sum is remitted at one time composed of various items of revenue there must on no account be a separate chalan for each item.

(iv) Chalans may not be signed as remitter by any other Forest Officer than the officer in whose cash-book the remittance will primarily

appear. The remitter must satisfy himself that the copy returned to him by the Treasury Officer bears the accountant's and the treasurer's signatures, and if the sum acknowledged is Rs. 500 or more, the Treasury Officer's signature also. Chalangans for sums paid by cheques in favour of the Treasury Officer will not be signed by the treasurer; the second signature on such chalangans for sums under Rs. 500 will be that of the person who may have been nominated to that duty by the District Officer.

179. (i) When a chalan is received from a purchaser or when revenue is received in cash for which no bill, rawanna or permit is immediately issued, a receipt in triplicate in form E3 will be signed by the officer in whose accounts the item will appear, but subordinates authorised under art. 176 (ii) to receive revenue may also sign receipts for the same. One copy of the receipt will be given to the payer [see art. 174 (3)].

(ii) When a bill, rawanna or permit is immediately issued on receipt of revenue, such form will be signed under the words "received payment" instead of issuing a receipt.

G O no 2367/
XIV—N 324, dated
the 12th Septem-
ber, 1922.

Accountant-Gen-
eral's no. M A.
D./35 of 1922-23,
dated the 10th
October, 1922

180. (i) Letters of credit are no longer issued by the Accountant-General. Treasury Officers will honour cheques drawn by the Forest Officers of these provinces (including the Special Forest Officer, Tarai and Bhabar Government Estates) without letters of credit being issued in their favour.

(ii) A Conservator may, by a written order, empower any individual officer, by name, who holds charge of a subordinate forest office or range, to draw cheques, to any extent that he may specify, supplying him with a cheque-book bearing a different number from that in use by the Divisional Officer, and advising the Treasury Officer concerned.

(iii) Under the system of accounting laid down in the U. P. Budget Manual the Accountant-General is not responsible for watching expenditure against grants. Disbursing officers are primarily responsible for exercising a close watch over the progress of expenditure against the primary units and for keeping the expenditure within the budget provision; their responsibility extends to all appropriations whether for salaries, establishments or other units.

The Accountant-General will assist by issuing warnings to disbursing officers, and, if necessary, to controlling authorities when excesses appear to be likely. In the case of this department he watches the total expenditure of a circle under each sub-head against the grant by means of the monthly summaries of Revenue and Expenditure.

He does not watch the progress of expenditure against primary units or divisional allotments.

It must be clearly understood that the authority administering a provision and not the Accountant-General is ultimately responsible for keeping expenditure within the voted allotment.

As the authority administering a provision Conservators are required to exercise a watch over the progress of expenditure against primary units. To enable them to do this Government have prescribed that a special register shall be maintained the form of which is left to Conservators' discretion.

181. (11, 12) As letters of credit are no longer issued by the Accountant-General, the accountant current with the treasury in form B5 (F. A. C. form 3) is not required, but an office copy of the register of cheques in form B6 (F. A. C. form 4) must be kept in Divisional offices. Accountant-General's order no. M. A. S /694, dated the 21st October, 1915

182. (22, 23 and 24) Officers who are authorised to draw cheques on treasuries may make payments either in cash or by cheque. Cheques should be used only for *bonâ fide* demands against the Government, and not for the transfer of funds from one division to another; such transfers of funds can only be made under orders from the Accountant-General on application from Conservators. Those officers who have transactions with more than one district treasury or sub-treasury will keep a separate cheque book for each. All cheques must be written in indelible ink in the handwriting of the officers drawing them, and must have written across them in red ink in words, at right angles to the type, a sum a little in excess of that for which they are granted; thus "under thirty rupees" will mean that the cheque is for a sum not less than Rs. 20 but less than Rs. 30, and similarly, "under eight hundred rupees" will mean that it is for less than Rs. 800 but not less than Rs. 700.

183. (22, 23 and 24) Cheque-books bearing printed serial numbers will be supplied by the Accountant-General in such forms and under such rules as that officer may from time to time prescribe. Indents for cheque-books shall be forwarded by all officers direct to the Accountant-General. All cheque-books must be kept under lock and key. Before bringing a new cheque-book into use, the Divisional Officer will advise the Treasury Officer of its number and of the serial numbers of the cheques it contains. No advice of the issue of any cheque need be sent to the treasury. No cheque will be issued for a sum of less than Rs. 10, and none will hold good for more than three months from the date of issue; cheques presented at a later date, or not bearing the distinguishing numbers advised as in use, will be refused payment by the Treasury Officer. The counterfoils of cheques may be destroyed three years after the issue of the latter.

184. Funds may, if required, be obtained by Forest Officers by means of cheques, from the sub-treasuries or tahsils subordinate to the district treasuries on which they are authorised to draw cheques which should be distinguished by different numbers and letters from those drawn against the district treasury. The Forest Officer will, in such cases, advise the District Treasury Officer from time to time of the probable amount of his drawings, in order that funds may be duly provided, and will communicate to the Sub-Treasury Officer, through the District Treasury Officer, the number of the cheque-book to be used.

185. (23) When a cheque is reported to have been lost before being cashed, the facts should be reported at once to the Treasury Officer drawn upon. A certificate in the form given below should accompany the report, for signature by the Treasury Officer:—

"Certified that cheque no. _____, dated _____, for Rs. _____ reported by the Divisional Forest Officer of _____ to have been drawn by him on this treasury in the favour of _____ has not been paid and will not be paid if presented hereafter."

Dated the _____

Treasury Officer.

186. (22, 24) All cheques forwarded to the treasury for recredit in the treasury accounts should be endorsed as follows under the signature of

the Forest Officer:—"Received payment by transfer credit to revenue under head of service—A. B. Forest Officer." No such cheque should ever be made payable to any Forest Officer or Treasury Officer by name or by official designation.

187. No money may be expended except that drawn by cheques, except in the case of—

(1) Cash recoveries of service payments.

(2) Funds required for immediate expenditure locally. Sums locally received may be so expended; but in all cases the gross amount of revenue received must be promptly remitted to the treasury, which may be done in cash, or partly in cash and partly by cheque, or wholly by a cheque drawn against the letter-of-credit, the amount paid in cash and the amount remitted by cheque being shown separately in the chalan or remittance note.*

188. (i) In order to minimize the risks of loss or fraud in the disbursement of money, cheques will be used as much as possible both for disbursements and advances.

(ii) When payments are made in cash they will ordinarily be disbursed direct to the payee by the officer in whose cash-book the payment will first appear, but as in the case of receiving revenue [see art. 176 (ii)] the Divisional Forest Officer may authorise other subordinates to disburse small sums and take the receipts of the payees.

189. (30) The remittance of revenue to treasuries and of advances to disbursers by postal money-orders is authorised by the Local Government under the following rules:—

(i) *Remittance of revenue.*

1. Divisional Forest Officers should provide themselves, as well as their range and other revenue-remitting officers, with ordinary inland money-order forms in books with counter-foils, such as are obtainable at all post offices: and these alone should be used; all particulars of the remittance being noted on the counterfoil.

G. O. nos 162
161/XIV—667A,
dated the 21st
March, 1896.

2. The remitter should make out a money-order on one of these forms, filling in the name of the most convenient post office and other

* The following illustration is given as explaining the adjustments necessary in the divisional cash-book when revenue received is expended locally.

A subordinate's accounts show the following transactions.—

Dr	Rs.	Cr	Rs
Opening balance ...	100	Total expenditure ...	1,150
Total revenue ...	1,400	Cash balance ...	350
TOTAL ...	1,500	TOTAL ...	1,500

Enter in divisional cash book on one date—

Dr	Rs	Cr	Rs
Revenue from—range from —to— ...	1,100	Expenditure in—range from —to— ...	1,150
Recovered from—by expen- diture ...	100	Advanced to—for current ex- penses ...	350
Cheque no—on—treasury ...	1,400	Remittances to—treasury by cheque no.— ...	1,400

particulars, and making it payable to the officer in charge of the treasury, and should send it with the cash to the post office. He should note briefly on the coupon such particulars of remittance as may be necessary for the Treasury Officer's information.

3. The Treasury Officer, on receipt from the post office of the money-order, will sign and date the money-order and return it to the post office after cutting off the strip containing the coupon and acknowledgment. He will forward to the Divisional Forest Officer the advice list prescribed, together with the corresponding strips consisting of the coupons and acknowledgments of all money-orders received during the day.

4. The entry in the remitter's accounts will be supported by the receipt given to the remitter by the post office when the money-order was issued.

5. The commission paid on money-orders will be charged to the budget head B-III (f) in the departmental accounts.

(ii) Remittance of advances.

6. In remitting advances to disbursers the same procedure as that prescribed in rules 1 and 5 above should be followed; but the amount of the money-order and the commission may be paid into the post office either in cash or, where the post office is at a treasury or sub-treasury station, by a cheque drawn in favour of the post master on such treasury or sub-treasury. The latter course can only be adopted when the remitter has a banking account with the treasury or sub-treasury concerned.

7. The money-order will be treated by the post office as an ordinary inland money-order and acknowledgment sent to the remitter in due course. The remitter's accounts will be supported by this acknowledgment as well as the receipt referred to in rule 4 above.

190. (14) When cash has to be carried under art. 177 (ii) or 188 Divisional Officers are responsible for the arrangements made for its safe custody. For rules regarding security from officers entrusted with Government money see art. 54.

191. When a cheque has been issued in payment of an officer's salary or travelling allowance bill or of an establishment salary bill, the Government accepts no further responsibility in case of fraud or misappropriation in respect of such cheque made over to a messenger. In the case of establishment bills for sums over Rs. 200, the drawing officer will be held personally liable for any defalcation, unless some responsible person is sent to cash the cheque.

G. O. no. 1504/
X-58, dated the
23rd May, 1918.

192. The procedure to be followed whenever any defalcation or loss of public money or fraud in connection with the revenue from timber or other forest produce is discovered is laid down in arts. 1331—1333, M. G. O. and C. A. C. 29.

193. A copy of all subordinate cash-books will be sent to the Divisional office bearing a forwarding number and date for the monthly accounts and a note of returns which are blank.

194. (59) (i) A copy of the divisional cash-book is not sent to the Accountant-General.

(ii) The monthly cash account in form E7 (F. A. C. form 6) will show the forwarding number and date of the monthly accounts and a note of blank returns.

The copy sent to the Accountant-General will be accompanied by vouchers for refunds and items of revenue adjusted by book transfer, entered on the creditor side.

Section (iii)—Powers of sanction to amounts appearing in cash-books.

G. O. no. 419L,
dated the 8th October,
1915.

195. Under art. 114, C. A. C., authority to sanction refunds of revenue has been delegated as follows:—

(1) to the Chief Conservator up to Rs. 3,000,

(2) to Conservators up to Rs. 1,000,

G. O. no. 831/
XIV—49, dated the
17th April, 1917.

(3) to Deputy Conservators and Extra Deputy Conservators in charge of divisions up to Rs. 200,

G. O. no. 1782/
XIV—148, dated
the 21st July, 1921.

(4) to Assistant and Extra Assistant Conservators in charge of divisions up to Rs. 100,

G. O. no. 510/
XIV—84, dated the
29th May, 1919.

(5) to the Chief Conservator has been delegated the power to sanction special refunds claimable by purchasers under the guaranteed minimum outturn system referred to in art. 89 (i) up to an unlimited extent.

196. (i) Power has been delegated to all officers in charge of divisions to sanction an advance of one month's pay (up to a maximum of Rs. 50 in each case) to any non-gazetted officers of the permanent establishment serving in his division who can show sufficient reason for requiring it.

(ii) In cases of transfer, Conservators or (when the officer requiring the advance is attached to a division) Divisional Officers may authorize an advance to the extent of one month's pay, or of an amount not exceeding the travelling allowance to which he may be entitled in consequence of the transfer (when this exceeds one month's pay), to any officer on the permanent or temporary establishment serving under their orders.

(iii) Advances of travelling allowance should be recovered in full on submission of the officer's travelling allowance bill.

(iv) In cases of emergency, when proceeding on tour to a considerable distance from headquarters, Conservators and Divisional Officers may sanction advances, sufficient to cover their travelling allowances for one month, to themselves, and to officers and subordinates accompanying them on tour, subject to adjustment in full on the next issue of pay or travelling allowance.

(v) Officers returning from leave may be allowed advances under the rules laid down in 159 (b), C. A. C.

(vi) An advice should be forwarded to the Accountant-General of every advance authorised under this article.

197. Power has been delegated to all officers in charge of divisions to sanction all usual payments on account of items of revenue expenditure provided the budget allotments are not exceeded, art. 67 F. D. C.

As regards capital expenditure, powers have been delegated to Forest Officers under article 69(i) to (iv) of the F. D. C. up to the following limits :—

(i) *To the Chief Conservator—*

	Rs.
(a) Purchase of elephants (each)	6,000
(b) Purchase of live-stock other than elephants, stores, tools and plant, including office and rest-house furniture and tents	25,000
(c) Other items	50,000

(ii) *To Conservators—*

	Rs.
(a) Purchase of elephants (each)	3,000
(b) Purchase of live-stock other than elephants, stores, tools and plant, including office and rest-house furniture and tents	5,000
(c) Other items	10,000

G. O. no. 131/
XIV—195, dated
the 22nd January,
1920.

Subject to the condition as regards (a) that the establishment of elephants sanctioned to be maintained is not increased without the sanction of the Local Government.

(iii) *To all officers in charge of divisions drawing over Rs. 1,000 per mensem—*

	Rs.
(a) Purchase of stores, tools and plant	1,000
(b) Other items of expenditure (excluding live stock, furniture and tents)	2,000

In charge of divisions—

(iv) *To all other officers of the Imperial Forest Service drawing less than Rs 1,000. To all Extra Deputy Conservators.*

G. O. no. 827/
XIV—195, dated
the 7th June, 1920.

	Rs.
(a) Purchase of stores, tools and plant	500
(b) Other items of expenditure (excluding live stock, furniture and tents)	500

(v) *To all Extra Assistant Conservators in charge of divisions—*

	Rs.
(a) Purchase of stores, tools and plant	300
(b) Other items of expenditure (excluding live-stock, furniture and tents)	300

198. (i) In reference to the footnote to art. 69 (ii) (a), F. D. C., under art. 1042, C. S. R., the scale of tents sanctioned is as follows :—

(1) *For the Eastern and Western circles—*

G. O. circular
no. 762/XII—563,
dated the 29th
June, 1887.

Deputy Conservators, Assistant Conservators and Extra Assistant Conservators.

In the plains—one hill tent.

In the hills—two light pals.

As an alternative to the hill tent, a staff officer's field service tent, 18' x 13', with darri.

G. O. no. 1817/
XVIII, dated the
31st October, 1911.

(2) *For the Kumaun circle—*

G. O. no. 226/
XIV—54, dated the
4th April, 1918.

Deputy and Assistant Conservators when in charge of a circle or division or employed on Working Plans.

Two miniature Swiss cottages tents 10' x 10', one Kabul pal, three common pals, one tente d'abri.

Assistant Conservators attached to a division and Extra Assistant Conservators.

One miniature Swiss cottage tent 10' x 10', one Kabul pal, three common pals.

Rangers or officers in charge of a range, One 80 lb. tent.
Camp clerks to circle or Divisional Officers
or to officers in charge of Working Plans.

NOTE —All the above tents for Kumaun circle should be of millerained khaki.

(ii) The Conservators' powers of sanctioning tents under art. 69 (ii) (a), F. D. C., are limited in respect of the classes of officers mentioned above by the scale laid down (see art. 2202, M. G. O.).

(iii) When tents are required for the use of subordinates (other than those specified above under Kumaun circle), they are restricted to servants' pals, under the general sanction vested in Conservators by art. 69, F. D. C.

199. Whenever unusual expenditure, i.e., of a novel, doubtful or irregular nature, has to be incurred on items exceeding Rs. 100 each, which are not covered by the definitions in art. 67, F. D. C., the sanction of the Local Government must be obtained.

G. O. no. 167/V
—143-1908, dated
the 6th April, 1909.

200. (i) The Local Government has empowered Conservators to sanction the grant of rewards up to a limit of Rs. 100 in each case to any forest subordinate who may render to the State meritorious service of an exceptional character in the discharge of his duties, provided that the service rendered has been attended with considerable risk of bodily injury or danger to the life or property of the servant concerned, or that it has been instrumental in averting any serious accident or important loss to the State.

Notification no.
301, dated the 28th
February, 1880.

(ii) In cases where, under section 67 of the Indian Forest Act, a Forest Officer has accepted a sum of money as compensation for any damage which may have been committed, the Conservator of Forests may authorise the payment of a portion of the amount realised as a reward to any person or persons who may have contributed to the discovery of the offender.

Resolution no.
331F/277-5, dated
the 9th June, 1885.

G. O. no. 552F/81
—2, dated the 29th
August, 1888.

(iii) All officers subordinate to Conservators, who are empowered to compound cases under section 67, are authorised to grant rewards under rule 10 of notification no. 301, dated 28th February, 1880, up to a maximum in each case of Rs. 10 and within the limit of the sum realised as compensation.

G. O. no. 194/
XIV—137, and 253/
XIV—137, dated
the 13th February
and 30th March,
1918, respectively.

(iv) To Conservators has been delegated the power to sanction rewards for putting out fires up to a limit of Rs. 100 in each case to any Government official or other person who renders specially valuable assistance in fire protection. In the case of an official who does not belong to the Forest department the payment should be made with the concurrence of the Head of the department to which the official belongs.

G. O. no. 425/
XIV—184-1905, dated
the 11th July,
1915.

201. The power has been delegated to Conservators of sanctioning charges for hot weather establishment and fittings.

202. Compensation for dearness of food may be given when necessary at the discretion and under the special orders of Local Governments and Heads of departments in accordance with the rules laid down in art. 80, C. A. C.

203. The powers of a Conservator to pay for forest maps are stated in art. 79.

204. Various powers of sanctioning expenditure have been granted to all Heads of departments; see M. G. O., arts. 558 and 1670 (note), for advertisements; 1,321 for menials; 1,323 for petty stationery; 1,324 for clocks; 1,330 for various purposes; 1,704 for typewriters.

205. (48) When an item of capital expenditure is of a nature to require detailed estimates [see art. 70 (ii), F. D. C.] they will be forwarded to the Conservators in form E8.

206. (49) (i) All sanctions accorded by the Chief Conservator, Conservators or Divisional Forest Officers will be intimated to the officer concerned on form E9. They will be communicated to the Accountant-General by the Chief Conservator, Conservators and Divisional Forest Officers in form E10 on the 5th of each month.

(ii) Under art. 233, C. A. C., any sanction not acted on for 12 months from the date of issue lapses. Under art. 156 a sanction will lapse at the close of the financial year for which it is issued.

Section (iv)—Subsidiary returns forwarded to the Accountant-General with the monthly cash account.

207. (62) (i) Divisional Officers will ordinarily maintain the classified abstract of revenue in form E11 (F. A. C. form 14) in the detail laid down below. The register constitutes the Divisional Officer's means of checking the progress made in realising the revenue shown on the various demand registers, hence the detail required for each item is only that sufficient for reference to the demand registers [see last sentence of art. 174 (2), 174 (4)].

Before signing the register each month the Divisional Officer should check each item with forms C1, 5, 9, 12, 13 and 14 and call for explanations of any discrepancies and of items which have not appeared in any demand register.* It will not be necessary to show each item of the subordinate cash-books separately, but items belonging to the same range, etc., and the same subsidiary register should be grouped into one entry. To facilitate the check, all entries appertaining to the same sub-head and the same demand register should be grouped together, and in such groups entries of revenue from outstandings should be separated from current revenue.

(ii) Entries not appearing in any subsidiary register must show full detail as in the cash-book.

(iii) A copy of the register will be sent to the Conservator, Kumaun circle, unless otherwise ordered. An abstract showing only the total revenue under each sub-head will be sent to the Accountant-General and the Conservators, Eastern and Western circles.

208. (59, 62 and 63) (i) The classified abstract of expenditure in form E11a [F. A. C. form 14] constitutes the principal means of check over expenditure for the Divisional Forest Officer, Conservator and Accountant-General, both as regards budget provision under each sub-head and administrative sanction for each item.

* The registers of Civil, Criminal and compounded cases (forms E3 and E1) will be treated as demand registers for this purpose.

(ii) For this purpose it is necessary—

- (1) That sufficient details be given in column 3 to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers.
- (2) The register number and date of the Conservators', Chief Conservator's or Government sanction for all works or operations should be quoted after the item in column 3.
- (3) The progressive cost of any particular work, the expenditure on which is spread over two or more months, should be disclosed for purposes of check by bringing forward the total previous expenditure in the remarks column of the form against the fresh entry in column 3.
- (4) If the copy for the Accountant-General is made separately instead of by duplication on a typewriter, the above rules (1), (2) and (3) need not be applied to items for which a voucher is sent to the Accountant-General and rules (2) and (3) do not apply to the office copy (see art. 247).

G. O. no. 242/
XIV—30, dated the
6th June, 1911.

(iii) The Accountant-General's copy will be accompanied by a voucher for each item of expenditure above Rs. 25 entered in the classified abstract, and for all charges of whatever amount for salaries and travelling allowances of both permanent and temporary establishments; rents, rates and taxes; also for all items of expenditure adjusted by book transfer with other departments. Vouchers for items of Rs. 25 and under must be forthcoming before the account is signed. They will be cancelled and be kept in the Divisional office until all objections to the accounts of the month have been disposed of.

A.-G.'s letter no.
M. A. D./875, da-
ted the 25th July,
1922.

(iv) Particulars of the rates and quantities, etc., should be given on vouchers on which part payments are made for work done, otherwise than on a lump sum contract. In cases in which it is not practicable to give such details, a brief certificate should be given on such vouchers by the Forest Officer concerned to the fact that the payments made are covered by the estimated value of the work done, the voucher for final payment being prepared as usual giving full details of the rates and quantities of the entire work and reference to the vouchers relating to part payments previously made. In the case of works within the power of sanction of the Divisional Forest Officers it should be arranged that each part payment voucher in respect of any one work shall show the number and date of, and the total payments made up to, the last preceding part payment voucher.

209. (19, 28, 45, 46) Range Officers may make advances to contractors and disbursers up to such limits as may be fixed by the Conservator under art. 71, F. D. C.

210. (65) All items of remittance of revenue to treasury appearing on the creditor side of the divisional cash-book are detailed in Divisional offices in form E14, the "monthly schedule of remittances of revenue to treasuries" (F. A. C. form 15). The details are obtained from the subordinate and divisional cash-books supported by the original remittance chalang. Every item of remittance on a separate chalan will appear

separately and the number and date of each chalan will be entered in the *remarks column*. A copy with the chalans will be sent to the Accountant-General with the monthly accounts.

211. (65) (i) On the first of each month (see art. 412, C. A. C.) each treasury which has received forest remittances during the month sends to the Divisional Forest Officer concerned a "C. T. R." showing details of each remittance separately. Treasury accounts are closed on the 25th of each month.

(ii) On receipt of the C. T. R. the chalans entered in form E14 will be checked with those entered in the C. T. R., and those found in the C. T. R. will be marked off in the divisional register of form E14. A list of chalans entered in form E14 but not found in the C. T. R. will be made, and enquiries must at once be instituted with the Treasury Officer concerned, and, if possible, the discrepancies should be adjusted within the current month. At the same time against every item in the C. T. R. which has appeared in form E14 the corresponding item, number and date of the divisional cash-book will be entered.

(iii) Before forwarding the C. T. R. to the Accountant-General a copy will be retained in the Divisional office only of those items against which no entry of the corresponding item in the cash-book has been made, and enquiries concerning such items must be instituted if they are not traced in the cash-book of the following month.

212. (i) Vouchers prepared by the department will be in one of the following forms :—

Pay of permanent or temporary establishment	...	Form E15 and 15 (a).
Travelling allowance bill	Form E17.
Cash remittance to treasuries	Treasury chalan or advice list.
Revenue derived from supplies to Public departments...	...	Form E18 (F. A. C. form 9).
Muster rolls	Form E19.
Daily labour forms	Form E20 (F. A. C. form 10).
All other payments	Form E21 (F. A. C. form 11) or post office receipt with inland money-order acknowledgment (See art. 187).

(ii) Vouchers for items of expenditure adjusted by book transfer will be in the form supplied by the department concerned.

213. (i) The number and date of any sanction accorded by higher authority and the total previous expenditure incurred against the sanction will be entered on vouchers.

(ii) All vouchers for payments, including advances, except treasury chalans or advice lists and acknowledgments of transfers to other departments, must bear the dates of payment, and they must be passed for payment, in words as well as in figures, by the Divisional Officer, who thereby assumes the responsibility for the charge. Care must be taken not to leave space for fraudulent alterations before or after either entry. The form for stating an amount in words should be "Rupees only" or "Rupees, annas, etc.," the written amount filling the whole space between "Rupees" and "only" or "annas, etc, etc."

(iii) Disbursement certificates are required on all vouchers as well as the payee's receipt, but the amount need not be entered in words in either case.

(iv) The person receiving the amount must always sign the voucher with his full signature over a stamp (when necessary), but when two or more of the other certificates required are to be signed by the same officer one signature will suffice, a mark being made to show that the signature applies in two or more places on the voucher.

(v) Duplicates or copies of receipts or vouchers are in no case to be issued by any Government officer on the allegation that the originals are lost or missing. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a certain account was received from or paid to a certain person. This prohibition extends only to the issue of duplicates on the allegation that the originals are lost, and does not apply to cases where, under existing rules, duplicates are required to be prepared with the originals.

(vi) All corrections and alterations in vouchers should be attested by the initials of the person signing the receipt; any corrections or alterations in the orders of payment must be attested in the same way by the Forest Officer.

(vii) No payment may, under any circumstances, be made on a voucher or order signed by a clerk instead of the Head of an office, although, in the absence of the latter, the clerk may be in the habit of signing letters for him. Nor may any payment be made on a voucher or order signed with a stamp. No letter or order referring to accounts matters shall be recognized by any subordinate, except such letter or order is signed by the Divisional Officer himself.

214. (51) The pay bills of gazetted officers (from E15) duly receipted with stamps attached, when necessary, will accompany the accounts as vouchers, copies being kept in the Divisional office.

215. (51) (i) The pay bills of the permanent and temporary staff, whose pay is entered direct into the divisional cash-book, will be prepared in books [form E15 (a)], and the signature of each recipient will be taken when payment is made, receipt stamps being attached when necessary. When receipts of persons serving at a distance are obtained on separate abstracts, the Divisional Officer will note, in the signature or "Remarks" column of the divisional bill-book, that the receipts of the incumbents have been obtained and filed separately.

(ii) In all subordinate offices the pay bills will be prepared in form E15 (a) on loose sheets which will bear the payee's receipts and will accompany the monthly accounts sent to the Divisional office. No office copies will be kept, but the original bills will be returned by the Head office. After any objections have been disposed of these bills will be kept in the subordinate offices for two years.

216. The vouchers for the pay of permanent and temporary non-gazetted establishments to accompany the cash accounts sent to the Accountant-General will be abstracts from the establishment bill-book and of the pay bills from subordinate offices signed by the Divisional Officer. In these vouchers the names of persons on pay of Rs. 10 and

under need not be given, but the number and the several designations of posts in each grade on different rates of pay must always be specified.

217. (i) Permanent and temporary establishments will be shown on separate bills and temporary establishments sanctioned for 12 months will be on separate bills to those for shorter periods. Temporary establishments charged to different sub-heads or sanctioned for varying periods, if included in one bill, should be separately shown with the sub-head or the period for which each has been sanctioned noted on the top. The number and date of the Local Government's order sanctioning the establishment will be quoted on each bill.

(ii) Arrear pay will also be drawn on separate bills and not in the ordinary monthly bill, the amount claimed for each month being entered separately on the same bill (see art. 72, C. A. C.).

218. In the pay bills complete lists of the sanctioned scale of establishment will be entered on the first day of each month; but only salaries actually paid up to the last day of the month, and for which the payees' receipts have been received in the Divisional office, will be charged in the cash-book. Pay remaining unpaid will merely be entered in columns 3 and 4, and left out of the total for each range or forest unit to be posted in column 6.

219. (i) The Accountant-General may, unless he receives special orders from the Local Government, refuse to investigate claims to arrears of pay or allowances or to increments which have been allowed to remain in abeyance for a period exceeding one year. Heads of departments have been empowered under art. 5 (e), C. A. C., to make such investigations.

(ii) He may not, without first obtaining the sanction of the Local Government, issue an order for the recovery from any officer of pay and allowances erroneously drawn more than six months before the issue of the retrenchment order, unless the payment has been challenged within that period. The Local Government has power to direct the amount to be written off, if it considers that the recipient was not in fault.

G. O. no. 2428/
X-161, dated the
13th September,
1910.

220. (i) A compensatory allowance is charged on the same pay bill as pay.

(ii) The following Compensatory allowances have been sanctioned :—

(a) 20 per cent. of pay as defined in Fundamental Rule 9 (28) (1) for 6 months in the winter of each year to the office establishments of—

(1) The General Direction division and the Direction divisions of Western and Eastern circles, and the Kalagarh division when not moved to the plains (see art. 234).

G. O. no. 656/
XIV-38, dated
the 21st June,
1921.

(2) The Direction division and the Naini Tal division of the Kumaun circle.

(3) The Direction division and the Silviculture division of the Working Plans circle, when not moved to the plains.

(b) Rupees 5 per mensem to each of nine clerks of the Chakrata division.

(c) Rupees 3 per mensem to all foresters and forest guards of the Chakrata division.

(d) Rupees 10 per mensem to the forest ranger in charge of the river range of Chakrata division.

221. When any periodical increment of the clerical establishment is drawn for the first time a "periodical increment certificate" in form E16 will be attached to the pay bill (see art. 69, C. A. C.)

222. (i) Travelling allowance bills will be prepared on loose sheets of form E17.

(ii) The vouchers for charges on account of travelling allowances will ordinarily be the original bills receipted by the payee, and countersigned by the officer duly authorised, but see art. 223 (iv) (4).

(iii) A copy of every travelling allowance bill will be kept in the Divisional office.

G. O no 5451/X
—T-105, dated the
18th September,
1891.

223. (51) (i) The travelling allowance bills of Conservators may be paid without countersignature. Those of other officers will be countersigned, previous to payment, by the Conservator. To Divisional Officers has been delegated the power of countersigning the travelling allowance bills of attached gazetted officers and of members of the executive, protective and office staffs. (See art. 1428, M. G. O.)

(ii) The bills of Forest Officers who are not under the control of a Conservator will be countersigned by such officer as the Local Government may direct.

(iii) Travelling allowance bills of Working Plan Officers solely in charge of Working Plan divisions will be countersigned by the Conservator of Forests, Working Plan Circle, and forwarded to territorial Conservators for passing. Similarly Working Plan Officers are empowered to countersign the travelling allowance bills of their own subordinates and forward them to Divisional Forest Officers for passing and entry in their accounts.

(iv) The officer who countersigns travelling allowance bills must satisfy himself that the charges are justified by the circumstances of the case.

(v) Instructions for preparing travelling allowance bills are stated on the back of the travelling allowance bill (form E17) and the following rules also apply :—

(1) Journeys of different kinds and journeys and halts should not be entered on the same line.

(2) Hours of journey should be quoted in the bill :—

(a) When for an absence from headquarters of not more than two consecutive days, daily allowance is claimed for two days.

(b) When mileage or actual expenses in lieu thereof are claimed.

(c) When both railway or steamer fare and daily allowance are claimed in respect of a journey by rail or steamer immediately preceded or followed by journey by road or by halt.

(3) The number of miles travelled should be entered in all cases of journeys by road or by boat.

- (4) Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the officer and not on travelling allowance bills.
- (5) When the first item of travelling allowance to any officer is a halt, the date of commencement of that halt should be stated in the remarks column.
- (6) When the journeys of two or more officers for the same month are identical, one bill should be prepared for the whole establishment which is chargeable to one and the same sub-head.

224. The general regulations regarding travelling allowances are contained in Financial Hand Book, Volume III, Travelling Allowance Rules, and attention is also directed to articles 1402 to 1432, M. G. O.

225. (i) The rate of travelling allowance admissible to forest officials is laid down in rule 23 (c) (3) and appendix 1 of the Financial Hand Book, Volume III.

(ii) The above orders do not affect the permanent monthly travelling allowances which have from time to time been sanctioned by the Government in favour of Forest Officers.

NOTE.—(1) A certificate should be furnished with every bill in which the higher rate is drawn to the effect that the tour has been in the hills.

(2) In the submontane divisions the line of demarcation between the hills and the plains shall be the submontane road. Journeys along this road and below it should be considered as in the plains, and journeys above it as in the hills. Halts at Ramnagar, Jhirna, and Kalagarh, however, will be treated as in the plains, (G. O. no. 998/X-T-27, dated the 22nd February, 1901).

226. The Comptroller and Auditor-General has ruled that a divisional forest officer, while in charge of a second forest division, in addition to his own duties, is entitled to draw daily allowance for the days he halts at the headquarters of the second division, under the same conditions, as regards certificates and otherwise, as if he was on tour in his own division.

Letter No. 201, dated 12th November, 1905, from the Comptroller and Auditor General, (Forest Accounts Branch), to the Conservator of Forests, Assam.
Comptroller and Auditor General's circular No. 1612, dated 15th July, 1898, Forest Accounts Branch.

227. (i) Rules regarding travelling allowance for halts more than ten days during absence from headquarters are contained in rule 27 (D) of the Financial Hand Book, Volume III.

When camp equipment has not been kept up the Conservator has power under article 1422 M. G. O. to sanction special exemptions from rule 27(D) of the Financial Hand Book, Volume, III.

(ii) Under rule 32 of the Financial Hand Book Volume III gazetted forest officers have been permitted to draw the actual expense of keeping up camp equipage during a halt at headquarters when it is necessary to do so, provided that the actual expense shall not exceed the daily allowance and the halt shall not exceed ten days at one time.

G. O. No. 242/ XIV—21, dated the 18th March, 1916.

228. Cancelled.

229. (i) All forest officers, whether belonging to the superior or to the subordinate staff, who may be deputed to attend the course of the theoretical instruction at the Forest College at Dehra Dun, will be entitled to draw travelling allowance for the journeys to and from Dehra, but no halting allowances while at Dehra, which must be considered as their headquarters for the time being.

G. G. O. No. 660-P, dated 8th August, 1892.

(ii) Gazetted forest officers permitted to visit the Research Institute, Dehra Dun, may be allowed travelling allowance to and from Dehra Dun, but no daily allowance during halt there.

230. (i) (a) In all circles of the province the following scale of fixed travelling allowance has been sanctioned for forest subordinates, whether they are in charge of a range on special duty or attached to a range subject to the condition that a pony or other conveyance* is maintained for the period to which the bill relates :—

				Hills. Rs. a.	Plains. Rs.
Rangers	30 0	20
Deputy rangers	22 8	15
Foresters	15 0	10

(b) When a range is held by an Extra Assistant Conservator Rs. 40 per mensem, subject to the condition that a pony or other conveyance was kept for the period to which the bill relates.

(ii) In case of an officer acting in respect of a permanent monthly allowance under rule 40 of the Financial Hand Book, Volume III, no daily allowance is admissible for halts made during the journey except as prescribed in article 231.

(iii) All Extra Assistant Conservators placed in charge of ranges in the Kumaun circle are exempt from the operation of article 230 (i) and will draw daily allowance admissible under article 225 (i) in lieu of the fixed travelling allowance of Rs. 40 per mensem.

231. Range Officers in all forest divisions of the United Provinces who draw a permanent travelling allowance, when required to attend the divisional auction sales of forest produce either at headquarters or elsewhere, are permitted to draw halting allowance for the period of their attendance at such sales at the rate of one-thirtieth of their fixed allowance for each day's halt, or the rate calculated in accordance with rule 23 (C) of the Financial Hand Book, Volume III, whichever is less, provided that this concession is granted only to Range Officers who are required to proceed beyond the limits of their jurisdiction.

(i) A similar concession, and subject to the same conditions, has been granted to rangers, deputy rangers and foresters when in the interests of Government they are required to attend courts of Magistrates situate beyond the limits of their jurisdiction.

232. The Lieutenant-Governor is pleased to extend the concession under rule 46 of the Financial Hand Book, Volume III, to all forest rangers going up for examination in Forest Law, land revenue systems,

* NOTE.—The words "other conveyance" include coolies or bicycles.

and procedure and accounts who are qualified under article 15 (ii) F. D. C., to rise into the class of Extra Assistant Conservators.

233. Under the authority delegated to him in letter no. 1163, dated the 14th November, 1908, from the Government of India, Home department, the Lieutenant-Governor has decided that all non-gazetted officials may draw the special rates of travelling allowance laid down in rule 42, Financial Hand Book, Volume III, for any journey or portion of a journey performed by them within the hills on the occasion of a transfer from one station to another. G. O. No. 2926/ I-551, dated 1st December, 1908 and G. O. No. 257/ XIV-48, dated the 30th March, 1914.

The half-yearly moves between Naini Tal and Haldwani or Ramnagar and between Lansdowne and Kotdwara and between Chakrata and Kalsi, are not to be reckoned as transfers.

Forest guards may draw for any journey or portion of a journey performed by them on transfer within the hills four times the rate of mileage to which they would ordinarily be entitled, namely, 1 anna per mile under rule 23, Financial Hand Book, Volume III. G. O. No. 1305/ XIV, dated 5th December, 1923.

234. The clerks and menials of the following offices have been exempted from the operation of rule 27 (1) (2), Financial Hand Book, Volume III, while they are halted at their respective winter headquarters subject to the conditions that the daily allowances are not drawn for more than six months and do not in any one month exceed in the aggregate 20 per cent. of substantive pay as defined in Fundamental Rule 9 (28) :— G. O. No. 8/ XIV,—141, dated 7th January, 1916.

- (1) The General Direction division and the direction divisions of the Eastern and Western circles when they are moved to the plains [see article 220 (ii) (a) (1)].
- (2) The Haldwani Ramnagar and Lansdowne divisions of the Western circle. G. O. No. 656/ XIV—38, dated 21st June, 1924.
- (3) The Silviculture division of the Working Plans circle, when moved to the plains.
- (ii) The same order applies to the Tarai and Bhabar Government Estates division.
- (iii) The clerks of the Chakrata division have been allowed a special daily allowance of Rs. 2 drawable for 18 days in the year only for their journeys to and from their winter headquarters at Kalsi.

NOTE.—In the case of a clerk or menial who has no substantive appointment, the daily allowance shall not exceed 20 per cent. of his pay as defined in Fundamental rule 9(21) (a) (1).

235. (i) Officers who administer grants of public money may at their discretion authorise a subordinate whose pay and allowances are chargeable to such grants to proceed on duty beyond the limits of his charge but within their jurisdiction or to a district or foreign state settlement adjoining such jurisdiction. G. Os. Nos. 2023/ X—320, dated 4th June, 1909, and 2569/X—T-2, dated 5th August, 1903.

(ii) For the purposes of rule 27 (B), Financial Hand Book, Volume III, orderlies should be treated as menial officers; while forest guards A. G's. order No. M. A. S./42, dated 28th April, 1916.

should be treated as executive officers and may get mileage for a journey exceeding 20 miles by road, provided they travel beyond their jurisdiction under proper authority.

G. O. No. 2973/X—T-2, dated 5th July, 1894, and G. O. No. 3296/X—100, dated the 15th October, 1902, and G. O. No. 211/II—497, dated 14th January, 1915, and G. O. No. 5576/II—497, dated 17th November, 1915.

236. (i) Officers who are required to tour must ordinarily obtain the previous sanction of the Government under rule 34 (i) of the Financial Hand Book, Volume III, to the despatch of horses, etc., by rail. Application for such sanction may, if necessary, be made demi-officially. In any very exceptional case in which an officer has been suddenly obliged to travel by rail the Government will consider a claim for refund if it is satisfied that it was in the interests of the public service to send horses, etc., by railway, and that the sanction of the Government could not possibly have been obtained in advance.

G. O. No. 1603/Ex., dated the 10th April, 1906.

The Lieutenant-Governor under rule 34 (i) has delegated the power by rule 34 (i), Financial Hand Book, Volume III, to Conservators in respect of forest officials subordinate to them on the following two conditions :—

- (a) sanction may only be given previous to the despatch of the horse or camp equipment by railway ;
- (b) sanction may not be given (in respect of any one journey) to the recovery of the freight of more than one horse or motor car, motor cycle, including side car, and twenty maunds of camp equipment.

(ii) Under rule 42, Financial Hand Book, Volume III, free transport of one horse on transfer is granted to third class officers and certain non-gazetted officers under conditions laid down in that rule.

The officers of the third class and non-gazetted officers allowed to claim the concession are now specified :—

Deputy rangers	...	} With the special sanction of the Conservator of Forests concerned.
Foresters	...	
Camp clerks	...	

G. O. No. 1691/II—497, dated 18th April, 1916.

The concession is claimable only in case of appointment to any post named in the above list and of transfer from one post to another named in the list.

G. O. No. 126/Special, dated 27th June, 1918.

(iii) The Lieutenant-Governor under rule 34 (i) of Financial Hand Book, Volume III, has delegated the power conferred in rule 34 to the Chief Conservator to sanction the recovery by himself and by Conservators of Forests of the actual cost of carriage of horses, camp equipment, motor car, motor cycle including side car, sent by rail or steamer on the following conditions :—

- (a) sanction (in the case of Conservators) shall be obtained before the despatch of the horses, camp equipment, motor car, motor cycle including side car, by rail, and
- (b) sanction may not be given (in respect of any one journey) to the recovery of the freight of more than two horses and thirty maunds of camp equipment.

The concession should be allowed only in exceptional cases when it is shown that public interest would suffer if the officer sent on his horse, camp equipment, motor car, motor cycle including side car, by road, instead of despatching them by the quickest means at his command. The concession is not admissible to an officer who sends forward his horses, camp equipment, motor car, motor cycle including side car, in order to avoid the expenses of bringing the means of conveyance on a journey for which he draws travelling allowance, since this is the very charge which the travelling allowance is in such a case meant to defray, nor can it be given to meet the charges for conveyance to the officer's station for a horse purchased from a place at a distance.

An annual return on the 1st of May in each year will be submitted to Government showing the journeys for which such sanction has been accorded. G. O. No. 161/
Special, dated 26th
July, 1918.

237. (i) To Conservators has been delegated the power of granting travelling allowance to the inferior servants of the department subordinate to them for journeys performed by them on transfer in the interests of the public service. G. O. No. 1076/
X—T-8, dated 6th
March, 1901.
G. O. No. 2875/
X—98, dated 14th
July, 1909.

(ii) See item 7 of appendix X of the T. A. Rules.

The power therein granted should be exercised with discretion since in the majority of cases such an allowance should not be found necessary. A copy of the order signed by the Head of the office should be sent to the Accountant-General for audit purposes.

(iii) To Divisional Forest Officers has been delegated the power of sanctioning travelling allowance to inferior servants transferred within their respective divisions in the interests of the public service. G. O. No. 668/
XIV—191, dated
21st October, 1903.

(iv) Power has been delegated to the Conservator, Kumaon Circle, to sanction travelling allowance and commission to non-officials employed in canvassing for orders for rosin and turpentine up to a limit of Rs. 2,000, the expenditure being classified under 67, F. D. C., as "extraordinary expenditure". G. O. No. 247/
XIV—17, dated
17th March, 1917.

(v) Power has been delegated to the Chief Conservator of Forests to sanction the payment of travelling allowance to private individuals summoned from other stations for interview by the proper authority before selection as candidates for appointment in the Utilisation circle subject to the condition that the total expenditure incurred does not exceed Rs. 1,000 in any year. The discretion should be used sparingly and with reference to the merits of each particular case. G. O. No. 73/X,
dated 6th January,
1920.

(vi) Power has been delegated to the Chief Conservator to authorise any of the officers of the Utilisation circle to proceed on duty to any part of British India (except Burma) whether within or beyond the jurisdiction of the Local Government or to any Native State or Foreign Settlement in India. G. O. No. 5157/
X, dated 29th Nov-
ember, 1921.

238. (i) Revenue derived from sales to public departments will be adjusted by book-transfer.* A statement in form E18 (F. A. C. form 9) in triplicate will be sent to the officer to whom the produce has been supplied; he will sign and return the original, which will then be used as a voucher (see art. 212).

* See arts. 110 and 111, Part J, C. A. C.; Appendix VIII, F. D. C., and art. 106.

(ii) A similar procedure will be followed in the case of payments to other departments. Bills or price-invoices received from a supplying department should be at once adjusted in the cash-book by credit to the department concerned, and by debit to the proper budget sub-head, the duplicate bill invoice, duly receipted, being promptly returned.

NOTE.—The cost of printing work done at Government Presses for the Forest department will not be charged to that department.

(iii) The departmental number and date of each bill or invoice for supplies received from another department, and the date of acceptance of each bill for timber, etc., supplied to another department, will invariably be quoted in the entries in the divisional cash accounts.

239. (38, 39, 40) Daily Labour Vouchers in form E20 (F. A. C. form 10) will be prepared in Range or Divisional offices. The original muster rolls (form E19) will be the vouchers accompanying subordinate accounts, copies being retained in the subordinate office.

240. (42) Vouchers of all other payments will be on form E21 (F. A. C. form 11), but the Accountant-General may prescribe such other forms of voucher as he may consider necessary for special cases.

241. (a) Under G. O. no. 992/XIV—231, dated the 7th November, 1923, it is ruled that 40 maunds of camp equipment is a reasonable amount for a divisional officer in the plains and submontane divisions.

This estimate excludes tents which are not often carried. It includes camp office and Government servants' luggage. The following weight of luggage has been accepted by Government as the minimum necessary for the undermentioned officers :—

Chief Conservators and Conservators of Forests 60 Maunds.
Divisional Forest Officers ...	40 „
Attached gazetted officers ...	20 „
Range officers One cart or one pony or three coolies, subject to a maximum of Rs. 30 per mensem.
Subordinate officers attached to ranges Actuals subject to a maximum of Rs. 15 per mensem.

NOTE.—(1) Where tents are carried one more cart or its equivalent will be allowed.

(2) For journeys by road where the usual means of transport are not available or for journeys by rail special charges will be allowed up to the weight allowed for the class of officer concerned.

The type of cart varies in each division and it will rest with Conservators to decide how many carts of each type are required to carry this amount. For audit purposes they will inform the Accountant-General of these scales.

Camels should carry 4 maunds, mules 2 maunds, coolies 30 seers.

The above rates apply to touring elsewhere than in the Kumaon circle, to which special rules apply.

(b) In the Kumaun circle owing to difficulties regarding transport a certain number of mules and coolies are permanently employed. Under G. O. no. 957/XIV—187, dated the 29th October, 1923, the Governor-in-Council has been pleased to sanction with effect from 1st April, 1922, the following scale of transport for the carriage of tents, Government records, private baggage, etc., for Forest Officers in the Kumaun circle.

Class of officer.	Maximum free allowance chargeable.	Maximum number of mules or coolies that may be permanently employed.		Khush Kharid coolies in addition to the number of permanent mules or coolies given in columns 3 and 4.
	Maunds.	Mules.	Coolies.	
1	2	3	4	5
(1) Conservator	30	15	36	12
(2) Deputy and Assistant or Extra Assistant Conservators in charge of a division or employed on Working Plans	20	10	24	8
(3) Assistant Conservators attached to a division ...	15	5	12	12
(4) Extra Assistant Conservators attached to a division	10	3	8	8
(5) Rangers or officers in charge of a range and surveyors ...	3	1	2	3
(6) Deputy Rangers ...	1	...	1	1
(7) Foresters or Forest guards on special duty.	$\frac{1}{2}$...	1	...

NOTE.—(1) The maximum number of mules allowed for the whole circle is 93.

(2) A mule carries $1\frac{1}{2}$ maunds, a coolie 25 seers.

Officers of the Working Plan and Utilization Circles are entitled when touring to the allowances corresponding to officers of similar rank in territorial circles.

The Chief Conservator is entitled to the Conservator's scale applicable to the area.

Section (v)—Audit.

242. (i) Any items objected to or retrenched by the Accountant-General will be entered in the Objection Statement form E22 (F. A. C.

form 17). * The statement (in original) will be returned within *two* weeks after receipt by the Divisional Officer to the Accountant-General, through the Conservator.

(ii) Divisional offices will keep a copy of all objections in a bound register of form E22 (F. A. C. form 17).

(iii) Objections to subordinate accounts will be entered on the original accounts and a fair copy of the objections will be sent to the subordinate office on form E22, which will be returned to the Divisional office in original, a copy being retained in the subordinate office.

(iv) Copies will not be kept in Divisional offices of the Accountant-General's half margin letters of objection unless they contain instructions for future guidance.

243. All items in form E22 (F. A. C. form 17) will be serially numbered and the authority on which the objection is based will invariably be given in column 5 by a reference to the Forest Manual, C. S. R., C. A. C., M. G. O., Fundamental Rules, etc.

244. Referring to art. F. D. C., the Accountant-General, United Provinces, uses his own forms 762 (b) and 244A instead of F. D. C. form 5 (F. A. C. form 18). The former combines the features of forms 5 and 24, F. D. C. Conservators will supply each Divisional Officer with a copy of Accountant-General's form 762 (b) concerning his division.

245. The audit of all kinds of accounts to be carried out by Conservators is specified in arts. 105, 108, 109, 123, 126, 127, 133, 138, 144 and arts. 75 to 77 and 82, F. A. C.

246. No power of sanction up to a certain maximum granted in the F. D. C. or in arts. 128, 134, 135 and 200 shall be construed into a permission to exercise wider powers than those therein granted by dividing up what is essentially one transaction into two or more smaller transactions.

Section (vi)—Miscellaneous registers kept in Divisional offices in connection with monthly accounts.

247. A register of progress in expenditure on each important work under each sub-head of Head "A" expenditure will be maintained in Divisional offices in form E23. Sub-heads AVII (a), (b), (c) and AVIII (a) will be divided into "new works" and "repairs." This register supplies information for F. D. C. Annual report forms 9, 12, 14, 18 and for control form 4 and serves as a check on expenditure of amounts sanctioned by higher authority [see art. 208 (ii)] and as a record of progress with the plan of operations.

* The attention of all Forest Officers is specially invited to the following orders of the Government of India in the Finance department, which are here reprinted for their guidance:—

No 2953, dated the 31st August, 1869.

"The Accountant General's objection must prevail absolutely and immediately even to the recovery of erroneous payment, over every authority under that of the Local Government; and if the Local Government overrules an objection by the Accountant-General, even temporarily, he should respectfully request it to report the fact to the Government of India."

248. Every refund (see art. 195) sanctioned by the Divisional Forest Officer or higher authority will be at once entered in a register of refunds (form E24). This register should remain with the Divisional Officer, who should himself enter the month and item of the monthly cash account under which the refund was paid. It may be called for by the Conservator for perusal at the close of the year. The register is not required in subordinate offices.

PART VI.

ANNUAL REPORTS.

249. (i) In reference to art. 77 (iii), F. D. C., Divisional Officers' Annual Reports should reach Conservators not later than the 1st July.

(ii) Attention is directed to arts. 416 to 426, M. G. O.

250. In reference to art. 80, F. D. C., the forms accompanying Divisional Annual Reports will be prepared as laid down in art. 79, F. D. C.

251. Annual Forest Administration Reports of the several Circles will, as heretofore, be prepared separately by the Conservator of Forests concerned, and will be forwarded not later than the 1st of August to the Chief Conservator of Forests who will consolidate the forms accompanying the reports and will compile a Forest Administration Report for the whole province which should reach the Superintendent of the Government Press not later than the 1st September.

Government
demi-official no.
89-Special, dated
the 7th August,
1916.

252. The following instructions are laid down for the use of scientific nomenclature of plants in all official reports :—

Government of
India no. 654-69,
dated the 14th
March, 1902.

"In the despatch cited above His Majesty's Secretary of State draws attention to the great inconvenience due to the occasional employment in botanic economic report, published under the authority of the Government of obsolete scientific names of plants, and desires the uniform use in all such official reports in future of the nomenclature established by Sir Joseph Hooker's "Flora of British India" and the official "Dictionary of the Economic Products of India." Considerable inconvenience has also been caused to the Government of India by the use in official reports generally of vernacular and unscientific names in describing or referring to natural and economic products. His Excellency the Governor-General in Council is, therefore, pleased to issue instructions that economic products, whether plants or not, should be described by the scientific name adopted in the official dictionary, either used alone or written in brackets after any English or vernacular name which may be employed. The nomenclature of economic plants dealt with in the Dictionary of Economic Products is practically based on the "Flora of British India" to which no further reference need be made in such cases. In the case of plants not being economic products, and not therefore included in the Economic Dictionary, the Flora itself should be consulted; but if this work is not available or difficulty is experienced in identification, a reference may be made to the Agricultural department or to the botanical authority of the province."

253. The following factors have been fixed for reducing forest produce, timber, fuel, bamboos, etc., to common denominations. These factors should be employed in the calculation of quantities in the preparation of the returns appended to the Annual Report.

I.—*Factors for timber and fuel.*

Serial number.	Items.	Factors.		
		No. of maunds.	C. ft. solid.	C. ft stacked
1	1 For each* dhuri (wheeler) bullock	5	10	20
2	2 " " " buffalo	6	12	24
3	3 " " " bela (leader) bullock	2½	5	10
4	4 " " " " buffalo	3	6	12
5	1 camel load " " " "	5	12	25
6	1 buffalo " " " "	3	6	12
7	1 bullock " " " "	2	4	8
8	1 pony " " " "	2	4	8
9	1 donkey " " " "	1½	3	6
10	1 bhanga " " " "	1	2	4
11	1 head load (man) " " " "	1	1½	3
12	1 " (woman) " " " "	1	1	2
13	1 " (boy) " " " "	½	½	1

II.—*Factors for minor forest produce.*

Grasses, reeds, thorns, wax, honey, dyes, barks, etc., entered by maunds only.

III.—*Factors for hides and horns.*

Hide	=	5 seers.
Horn	=	2 "

IV.—*Factors for charcoal.*

Charcoal 1 maund = 5 maunds wood = 10 cubic feet solid = 20 cubic feet stacked.

Wood 1 maund = 80 lb. wood = 16 lb. or 8 seers charcoal.

V.—*Dimension list of various classes of sawn and round timber, etc.*

I.—Battens, sawn timber less than 3" x 3".

II.—Beams, sawn timber over 12' x 8" x 6".

III.—Sleepers, sawn timber (6' to 12') x (6" to 12") x (4" to 6").

IV.—Scantlings, sawn timber not included in the above.

V.—Balls, round timber up to 30" mid girth

VI.—Logs, round timber over 30" mid girth.

VII.—Planks.

VIII.—Slabs.

IX.—Wrought timber—all articles such as wheels, chaukhats, etc.

* It is to be noted that the term "bela" applies to all cattle in the team other than the dhuri pair and that there can be only two dhuries and any number of "belas."

Chapter V.—Office Business.

PART I.

CORRESPONDENCE.

254. (i) The general orders regulating correspondence are contained in arts. 396 to 399, 402, 403, 404 and 411 to 413, M. G. O.; also see art. 78, F. A. C.

(ii) Long letters and reports are to be divided into numbered paragraphs; and if they are of great length, a brief marginal abstract of each paragraph may usefully be added.

(iii) Except in urgent or special cases, letters should not be sent in original with a request for their return; as a general rule copies of the correspondence should be forwarded and the originals retained.

255. Correspondence with Government is regulated by arts. 391 to 395 and 401 to 405, M. G. O.

Address by letter and not by docket signifies the use of the first and second persons and not of the third person.

256. The submission of memorials to the Local Government, the Government of India and the Secretary of State for India is regulated by arts. 492 to 516, M. G. O.

257. The prescribed departmental forms for use in correspondence are tabulated in art. 287, series F.

258. All correspondence relating to one main head or division of work will be in one "file."

The Conservator will prescribe the names and serial numbers of the files into which correspondence is to be grouped in all Divisional offices* in the circle. Correspondence unsuited to any special file will be placed in a "Miscellaneous" file.

259. (i) Each file will be divided into "cases," each case relating to a particular subject, but various subjects which rarely come under correspondence may be formed into a miscellaneous case in each file.

(ii) Heads of offices are responsible for the formation of cases and should endeavour to avoid, on the one hand, a great number of cases each containing but a few documents, and on the other hand, unwieldy cases the subjects of which are too complex.

It will frequently happen that a subject which appears at first to be simple and suitable for a single case will become complex. It will then generally be preferable to divide the case into sub-cases distinguished by small letters (a) (b), etc., rather than to form entirely new cases.

Heads of offices should as a rule personally authorise the formation of new cases and sub-cases and should control the placing of cases in the "Miscellaneous" file and the assignment of documents to any "Miscellaneous case."

The cases in each file will have a separate set of serial numbers for each correspondence year, running from the 1st July to the 30th June.

* All rules for correspondence apply equally to the Direction division offices, unless the sense of any rule is repugnant to such application.

(iii) To facilitate the keeping of each case complete in itself, no two subjects should, as a rule, be included in one letter or docket and when a reference to two or more different subjects is inevitable the Head of the office should select the case in which the letter is to be indexed and order that a copy be kept in the other case or cases.

(iv) In Conservators' offices a case may often conveniently be formed into sub-cases for each division (using wrapper from 13 Prov.).

(v) The documents in each case will be kept on a separate case board (form 11 Prov.) and on the top will be kept a title page (form 17 Prov.) showing the name and serial number of the file and of the case and the correspondence year in which the documents were received. Each case will contain documents received in one correspondence* year only.

(vi) Forms 6, 112, 113 Prov. (c) may be used for the purpose of drawing attention to particular papers in a case under reference.

260. (i) A register of files and cases will be maintained in form F6, a sufficient number of pages being allotted to each file as are deemed sufficient for a series of years.

Under each file heading the correspondence year will be entered and then a list of the cases and sub-cases of the year. Cases must be entered as soon as formed and not periodically or at the close of the year.

When the name of a case formed in a fresh correspondence year is the same as that of a case in the preceding year it will be given the same serial number. The serial number of cases which are finally closed will thus drop out of use and will be assigned to entirely fresh cases.

(ii) Government orders and circulars relating to forest business will be placed in the case to which they relate. Those on general subjects will be kept in special cases in a file of Government orders and circulars.

261. (i) All letters will be opened by the officer to whom they are addressed or by some one duly authorised by him. The date of receipt will immediately be noted on each document and each will be registered in the register of correspondence (form F7.) The following particulars from the register of correspondence will also be noted on each document :—

Register number.

Number of file.

Number, name and year of case.

Letter of sub-case.

(ii) All outgoing documents will be similarly registered, the copy issued showing only the issue number and date and the office copy showing also the register number. The issue number will indicate the serial number of the issue and the file, case and sub-case thus :—352/III—4(a).

(iii) A fresh series of register numbers, receipt numbers and issue numbers will commence on the 1st July in each year.

262. (i) Separate registers will be kept in Divisional offices for correspondence with the Conservator and for general correspondence.

(ii) It will also avoid risk of the non-receipt of letters by Divisional Officers being overlooked if a separate register or part of a register is kept

* NOTE.—It may be found convenient to keep the documents of a current case and those of the corresponding case of the previous year on one board, but separated by the title page of the previous year.

for each division, the issue numbers bearing a distinguishing letter for each division. Miscellaneous correspondence will then also be separated, issue numbers having the distinguishing letter M.

(iii) If found convenient an officer on tour may maintain a camp register for registering letters issued from or received at his camp office without first passing through the headquarters office. Issue numbers in that case will have the distinguishing letter C, and these letters will again be indexed in the register kept in Head office.

(iv) The column "subject" of the register of correspondence (form F7) must contain only a very brief abstract of the letter whether a copy thereof is retained or not [see art. 264 (ii)].

263. (i) All the above rules for the maintenance of correspondence should be observed in principle as far as is feasible in subordinate offices, both English and Vernacular, and in Divisional offices in respect of correspondence with subordinate offices.

(ii) Exceptions to this general rule are—

(1) In reference to art. 255 (iii) all correspondence (other than circular orders) with subordinate offices and between subordinate offices will usually be conducted by sending about original papers, no copies of issues being retained by the writer. When this practice is adopted the cases will ultimately be retained in the higher of the two offices concerned, or where two subordinate offices are concerned in that which initiated the correspondence.

(2) It follows in reference to arts. 259 and 260 that subordinate offices will not be required to maintain files and cases and the register thereof in respect to the greater part of their correspondence. When cases are maintained for vernacular correspondence form 13 Prov. will be used instead of F5.

(iii) It is a practice in most Divisional offices to maintain a separate vernacular record room for correspondence with subordinate offices, a separate register of correspondence being usually maintained for each Range Officer, but it is generally found more convenient to deal in the English record room with any range correspondence which arises from and forms an integral part of a case in the English record room. It is important in this connection to note that the language actually employed in range correspondence should never determine whether that correspondence is dealt with in the English or Vernacular record room.

264. (i) When correspondence is not copied [under art. 263 (ii)], it must be accompanied by an invoice in form F8 written in duplicate by carbon paper. The copy received by the addressee will be returned to the office of issue and be there pasted on to the office copy of the invoice.

(ii) All paper despatched by officers in camp to their offices or vice versa should also be accompanied by invoices. For this purpose blank sheets and a blank register in which a copy is retained by use of carbon paper are suitable.

265. Circulars issued by Divisional Officers to subordinate offices will be divided into two classes :—

(a) Temporary.

(b) Guard book

All circulars of class (b) will be permanently retained by the subordinate office in a guard book. They will form addenda to the standing orders prescribed in art. 78 and should from time to time be incorporated in the latter, being then removed from the guard book.

266. Flying dockets and circulars will not be issued by any office as a method of correspondence, but papers for perusal of which no record is necessary may be circulated under flying docket.

267. The rules regulating correspondence by telegram are contained in arts. 2392 to 2396, M. G. O.

G O resolution
no. 3396/I—602D,
dated the 12th
October, 1900

268. As great laxity is frequently observed in the spelling of vernacular names, the attention of all officers should be called to the "The list of Indian proper names" issued by the Government and to the necessity of insisting on their use in their offices. A copy of the rules for transliteration is prefixed to the list as a guide in the case of names not included in it. Heads of departments should indent on the Superintendent, Government Press, for the number of copies required for the use of their offices.

269. Subject to such orders as the Conservator may issue, Divisional Forest Officers will make their own arrangements to ensure that pending correspondence is not lost sight of either in their own or their subordinate offices. With a view to economy both in postage and stationery, the double postcard reminder form should be used for reminders sent by post. The office copy of all reminders should be an endorsement on the original letter and not a separate document.

270. Heads of offices are responsible for the proper use of official postage stamps and postcards. Subject to the control of the Conservator they will issue such orders as they deem necessary to prevent loss, waste or improper use.

271. Covers delivered by hand in a headquarters station will be entered in a despatch book (form 51 Provl.) each entry being initialled by the addressee.

PART II.

MISCELLANEOUS OFFICE BUSINESS.

272. The orders regulating the purchase of books, newspapers, periodicals and other publications and the supply of official publications for which no payment is made, are contained in arts. 1607 to 1621, M. G. O., and in Appendix 5, rule 13, C. A. C.

273. (i) All books, official publications and maps will be entered in a register of books and maps in the order in which they are received. The register number and date of receipt will be entered in each copy. The form will be maintained in subordinate offices.

(ii) The books, etc., will be weeded annually and those of permanent interest will at that time be transferred to the permanent library for which there will be a catalogue by subjects. Those not transferred to

the permanent library will be sold, destroyed, or kept for such periods as seem advisable in each case (see arts. 1687 to 1691, M. G. O.) On transfer to the library, loss, destruction or other form of disposal, an entry will be made in the remarks column of the register, which will be initialled and dated by the Head of the office.

(iii) *It is not necessary to retain and bind into half-yearly volumes the whole of the Government Gazette; it should be a practice to note at the top of each issue the numbers of those pages which are likely to be of any future interest, and after any convenient interval to abstract and bind those pages only, the remainder being destroyed*.*

274. Maps will also be entered as received, but in a separate part of the Register of Books and Maps, and a classified catalogue must also be maintained. One unfolded set of large scale maps of the division concerned should be bound into an atlas.

275. (i) Under the sanction of Government, Divisional Officers prepare annually and submit on the 1st February to the Conservator indents for the medicines which they require, both for their own use whilst absent from headquarters and for issue to Range Officers and other subordinates. The prescribed forms for indents are obtained through the Conservator from the Inspector-General of Civil Hospitals, Lucknow. Before submitting the indent to the Conservator the Divisional Forest Officer obtains thereon the countersignature of the Civil Surgeon of the district. The Conservator forwards the separate indent of each division to the Inspector-General of Civil Hospitals for transmission to the Government Medical Storekeeper, Calcutta, who supplies the medicines direct to Divisional Forest Officers. G. O. no. 8181F/418A., dated the 16th April, 1892.

(ii) The cost of the medicines is intimated to the Divisional Forest Officer by the Accountant-General. It is charged to budget sub-head B III.f (sundries).

(iii) Castor oil and quinine are not obtained from the Medical Store Dépôt, Calcutta, but as directed from time to time by the Inspector-General of Civil Hospitals.

(iv) When medicines which have been found to be useful in the treatment of malarious disorders are not supplied by the Medical Storekeeper, these may be purchased by Divisional Officers. G. O. no. 937/XIV—185B, dated the 21st November, 1899, and no. 242/XIV—80, dated the 6th June, 1911.

276. (i) Except as provided in art. 278, all articles of stationery must be obtained by indent on the Stationery office, Calcutta, and are supplied free of cost. Indents should be submitted annually and should be sufficient for a year's consumption.

(ii) Indents upon the Stationery office are to be prepared in accordance with the "stationery rules" contained in pages 1—23 of volume I of the Stationery Manual, of which all Conservators and Divisional Officers have a copy. Divisional Officers should submit their indents in duplicate to the Conservators on the 1st April annually in the prescribed printed form procurable from the Superintendent, Stationery Office, Calcutta.

* NOTE.—Notifications of postings in Part I are not of any permanent interest and the practice of binding the whole Part I as a matter of course should be discontinued. Parts V and VIII frequently contain matter of permanent interest.

G. O. no. 1596/
XII—276 1905, dated the 17th July, 1905, for Eastern and Western circles and no. 201/XII—386, dated the 10th February, 1913, for Kumaon circle

(iii) The Conservators in these provinces have been appointed consolidating officers for the Divisional Officers in their circles, for the purpose of consolidating and submitting stationery indents to the Controller of Printing, Stationery and Stamps, Calcutta.

(iv) Other rules concerning stationery are given in arts. 1695 to 1701, 1703 and last sentence of 2424, M. G. O., and G. O. no. 691/XVIII—184, dated the 14th March, 1917.

277. The Government has authorised Heads of departments to sanction petty local purchases of stationery and rubber stamps up to a limit of Rs. 20 in each case. These petty purchases will be taken against the contract grant of the officer concerned, and the exercise of this power is subject to the condition that budget provision exists. In future in each bill on which contract contingencies are drawn a certificate will be given to the effect that it contains no charge for stationery and rubber stamps in excess of Rs. 20 (see art. 204).

278. Every Divisional office should possess a cyclostyle or other duplicating machine for the issue of circulars to subordinates, etc. (see art. 1702, M. G. O.)

279. The rules concerning typewriters are contained in arts. 1704 to 1711, M. G. O. (see art. 204).

280. The forms prescribed in the Forest Code are obtainable by indenting on the contractor for printing Government of India stock forms, Calcutta, in accordance with the indent forms as supplied by the Superintendent, Government Printing, India.

Divisional Officers will submit their indents for the Conservator's approval and countersignature on the 15th June annually. Column 4 of the indent—the established proportion—will be fixed by the Conservator in communication with the indenting officers, and may be changed whenever desirable.

281. Art. 2414, M. G. O., lays down the classes of forms which may be printed locally. All other forms special to the Forest department will be registered with the Superintendent of the Government Press, Allahabad, and will be obtained annually by indent to that officer according to the rules for forms contained in arts. 2415 to 2435, M. G. O. The same applies to forms common to all departments [see art. 2421 (a), M. G. O.]

282. Registered forms will be of two classes, viz.—

1. *Forms prescribed in this Manual*, of which a list (art. 2448, M. G. O.) is given in form G2. Prescribed forms are denoted by the capital letter of the series (see art. 287) to which they belong and a serial number.

G. O. no. 419L,
dated the 8th October, 1915

Changes in the prescribed forms require the sanction of the Chief Conservator, and care must be taken not to propose as a new form a mere variation of an existing form. Also see art. 426, M. G. O., for rules regarding new returns, etc.

2. *Local forms*, of which a list (art. 2418, M. G. O.) will be maintained in form G2 (a). Local forms will bear such numbers as the Chief Conservator who registers them may arrange. In the Chief Conservator's and Conservators' offices the divisions which use each local form should be recorded on form G2 (a).

283. The following rules control the use of local forms :—

1. Local forms may be sanctioned only to supplement the prescribed forms, as local circumstances may require, and not to alter or replace them.

2. If it appears that any local form is or could with advantage be used in all circles, the Conservator should consult the Chief Conservator with a view to making it a prescribed form.

3. A Divisional Forest Officer proposing a new local form must show that no existing form or generally suitable alteration of an existing form will serve the purpose. The Chief Conservator is also responsible that a new form is not registered unless no existing form is suitable.

4. Each Conservator is responsible that any local form belonging to his circle which is no longer used is cancelled with the Superintendent of the Government Press and eliminated from the lists and guard books.

5. Temporary forms printed locally must, when necessary, be added to the list of local forms (see art. 2418, M. G. O.).

284. There will be separate guard books (see art. 2421, M. G. O.) for prescribed and local forms respectively, and each Conservator's and Divisional office will also keep a guard book of forms common to all departments. A list of such forms is also supplied by the Government Press (see art. 287).

285. (i) The forwarding of indents (art. 2425, M. G. O.) and the conduct of all correspondence with the Superintendent of the Government Press concerning registered forms will be carried out by the Chief Conservator only, to whom the Conservators will forward their indents and communicate their requirements.

G. O. no 419,
dated the 8th Octo-
ber, 1916

(ii) His special attention is required to arts. 2408, 2417, 2419, 2420, 2422, 2424, 2427, 2432, 2435, M. G. O.

(iii) He will communicate all changes in the lists of registered forms [forms G2 and G2 (a)] and issue specimens of new forms for the guard books to the Conservators.

(iv) Each Conservator will supply the Divisional offices in his circle with the corrections to the lists and specimens of new forms.

286. (i) The custody of forms is regulated by arts. 2436 to 2444, M. G. O.

(ii) The stock register of forms will be kept in form Misc. 33 R. Issues to clerks in the Divisional office will not be entered.

(iii) A special register in form G3 (a) will be kept for all books of permits and rawannas which are sold to purchasers of forest produce or which can be used for purposes of fraud if misappropriated. In this register each book received will be entered separately showing the number of the book and the numbers of the permits or rawannas in the book.

287. The following list shows all the returns and registers prescribed in this Manual and shows the form (if any) to be used in each case.

Guard book number.	Title.	Date on which due to reach—					Reference to Forest Manual.	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.		
1	2	3	4	5	6	7	8	9
A.1	<i>Sears A.—Forms connected with the organization of the Forest department.</i>							
...	List of temporary establishment.	...	1st February	1st March Accountant-General.	9	Consolidated and forwarded by Conservators.
...	Report on vacancies in the United Provinces Forest Service.	1st January	...	12	To be submitted by the Chief Conservator.
...	Report on candidates for the United Provinces Forest Service.	15th July	...	13	Ditto.
A.2	Agreement deed for candidate selected for the United Provinces Forest Service.	18 and appendix 1A.	To be kept in Chief Conservator's office.
...	Report on vacancies among rangers.	1st January	...	17	To be submitted by the Chief Conservator.
...	Report on candidates for the ranger course at the Forest College.	15th July	...	18	Ditto.
A.2(a)	Agreement deed for candidates selected for ranger's course at the Forest College, Dehra Dun.	18 and appendix 1B.	To be kept in Conservator's office.
A.2(b)	Agreement deed for candidate when selected under rule 16, appendix I.	17	Ditto.
A.2(c)	Bond for subordinate selected for a circle training class.	20 (13)	Ditto.

...	List of candidates nominated for the circle training class.	...	16th July	20(2)	To be forwarded by Divisional Forest Officers to Conservators concerned.
...	Graded list of rangers	25(2)	Printed and issued by the Chief Conservator whenever changes have occurred.
A.3	Graded list of Deputy Rangers and foresters.	26(3)	For use in Conservators' offices to be compiled whenever changes have occurred.
A.3(a)	Graded list of Head Assistant and Head Clerks.	27(2)	To be issued in type by the Chief Conservator whenever changes have occurred.
A.3(b)	Graded list of assistant clerks	27(3)	For use in Conservators' offices to be compiled whenever changes have occurred.
...	List of dismissed and undesirable subordinates.	...	1st July	35	To be circulated by Conservators to all Divisional Forest Officers in their circles and other Conservators
Mis. 5J	List of officers in superior service who are over or about to reach 55 years of age.	...	1st September.	37(i), 303	Due from the Accountant-General and Divisional Forest Officers, see art. 1356, M. G. O.
Try. 846	Application for pension or gratuity (form no. 25, G. S. R.).	37(ii)	Forwarded by the Head of the office to the sanctioning authority and by him to the Accountant-General, see art. 1361, M. G. O.
Try. 348	Detailed statement of services of an applicant for pension.	37(ii)	Forwarded by the Head of the office to the Accountant-General, see art. 1365, M. G. O.
Mis. 6J	Intimation of grant of pension	37(i)	Forwarded by Conservators to the Accountant-General when occasion arises.
...	Intimation of leave of Chief Conservator, Conservators and Deputy Conservators of and above 15 years' service.	15th November.	...	39	To be submitted by the Chief Conservators
Mis. 4B	Application for leave of Gazetted Officers.	39	
...	Consolidated application regarding the vacation for each range	15th May	40(i)	

Guard book number	Title.	Date on which due to reach—					Reference to Forest Manual	Remarks
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.		
1	2	3	4	5	6	7	9	9
Mis. 1B A 5	Statement of casual leave in excess of 10 days. Register of casual leave	41 41, 303	Submitted to Government. Maintained in Divisional Conservator and Chief Conservator's offices. By Chief Conservator and Conservators only.
F. A. C7. A 5.	Return of changes in subordinate establishments.	5th of month Accountant-General. Do.	42	Ditto
F. A. C8. A.5(a) ...	Return of leave in subordinate establishments. Register of Forest orders	42	To be maintained in Divisional Conservator and Chief Conservator's offices. Consolidated by the Chief Conservator and forwarded to the Accountant-General, see O. A. C., art. 62.
Supplied by the Accountant-General. Try. 368	List of establishment as it stood on 1st April, C.A.C. forms 3 and 4. Proposition statement	...	15th April	1st May	...	15th May A.-G.	43, 303	Submitted to Government according to art. 1362, M. G. O. Consolidated by Chief Conservator and forwarded to Forest Botanist on 10th July.
...	Annual report on Forest Botany.	...	15th June	1st July	44	Consolidated by Chief Conservator and forwarded to President, Research Institute, on 25th July.
...	Annual report on work done in connection with Forest economics.	...	5th July	20th July	45	Consolidated by Chief Conservator and forwarded to President, Research Institute, on 16th July.
...	Annual report on Forest research.	10th July	45	

...	Conservator's tour programme	...	10 days before commencing tour as prescribed by Conservator.	46(v)	To be submitted from time to time.
...	Divisional Officer's progress report.	47, 801	...
A.7	Weekly diary and progress report.	Weekly	47	For use by Forest subordinates.
A.8	Confidential report (G. O. no. 2829/14-335, dated the 18th June, 1912).	1st June U. P. F. S.	1st June I. F. S.	On all officers of Imperial Service to be sent through the Chief Conservator. Reports on officers of the U. P. F. S. to be kept in Chief Conservator's office.
A.9	Annual report on qualification of rangers.	...	1st July	15th July	50	From Divisional officers to Conservators.
Mis. 30	Character roll	52, 303	For subordinates above rank of forest guards to be lodged in Divisional office.
A.11	Security Bond	54 rule IV	For forest guards and peons.
A.11(a)	Security Bond	Appendix IV	Maintained in Divisional office.
A.11(b)	Bond on behalf of the owner of the property seized under section 62, F. A.	Appendix IV	Ditto.
A.11(c)	Bond on behalf of a person arrested under section 63, F. A.	51 rule VIII	Ditto.
A.12	Register of security deposits and bonds.	56 rule 1, 303	Ditto.
A.13	Register of security deposits in Post Office Savings Bank.	56 rule 3	To be forwarded from Divisional offices.
A.13(a)	Abstract of security deposits	1st August Range offices	56 rule 4	From Divisional offices.
A.13(b)	Certificate of having compared form no. A13 with Post Office Savings Bank books.	...	Monthly with accounts.	60	To accompany monthly account in which charged.
A.14	Statements of uniforms supplied to subordinates.	63 and appendix III, rule 9.	Consolidated and forwarded by Chief Conservator.
Mis. 33G	List of candidates for departmental examination.	15th January 15th July	1st February 1st August	1st March 1st September.

Guard book number.	Title.	Date on which due to reach—					Reference to Forest Manual.	Remarks
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.		
1.	2.	3	4	5	6	7	8	9
B.1	<i>SERIES B.—Forms connected with the management and working of the forests.</i>	...	20th August	1st October	77, 78, 247	Submitted with the budget under art. 47(i), F. D. C. To be maintained in Range offices. Copies to beat guards. Supplied by the Forest Map office, Dehra Dun.
...	Plan of operations	78(ii)	
...	List of boundary marks	79	
...	Indent for maps from Survey office.	80 and appendix V.	In reference to rule (a) under section 25(b), Forest Act.
B.2	Notice to villagers about burning forests.	
B.3	Notice to private owners about burning Government forests	
B.4	Order to villagers to assist in cases of fire.	
B.5	Notice of forest being closed to fire.	
B.6	Preliminary fire report	For use under section 78(a) (b), Forest Act.
B.6(a)	Final fire report	For use under section 25(b) (c), Forest Act.
...	List of roads and fire lines	82	Sent to Conservator by Divisional Officers.
B.7	Shooting and fishing permit (ordinary).	1st September.	1st October	82	Ditto.
B.7(a)	Fishing permit	83	Changes only to be reported.
B.7(b)	Shooting permit (birds and ground game).	
B.7(c)	Shooting permit (Naini Tal and Chakrata divisions).	85 and appendix VI	Issued by Divisional Forest Officers subject to control of Conservator.
B.7(d)	Annual shooting and fishing permits.	rules 6 and 11.	

B.7(e)	Shooting permit open reserved forests.	85 Appendix VI, rule 12 (e).	Ditto.
B.7(f)	Shooting prohibition notice...	Maintained in Divisional and Range offices.
B.7(g)	Statement of animals shot	86 and 301	
B.7(h)	Shooting permit for British Soldiers.	Also required under the timber agreement form.
B.7(i)	Shooting rules	Appendix VI	
B.7(j)	Tiger shooting rules	Appendix VI (a).	Forwarded by Divisional Forest Officers through the Conservator.
B.7(k)	Schedule of close seasons	Appendix X	
B.8	Certificate of registration of timber marks.	85 and appendix VIII, rules 7 and 16.	Maintained in dépôt and Divisional offices.
B.9	Pass for launching timber	85, 304, appendix VIII, 95	
...	Statement of cattle pasturage available.	5th April Commissioners.	...	Issued at dépôts.
C.1	SAVES C.—Forms connected with the outturn of forest produce in volume and value	100, 101, 102, 104, 106, 107, 109, 125, 127, 129, 136, 137, 304, 303.	
	Register of receipts. issues, etc., in dépôts.	101, 102, 106, 109, 180, 305.	Maintained in Divisional offices.
C.2	Bill for departmental sales	102, 103, 105, 106, 109.	
C.3	Return of receipts issues, etc., in dépôts.	Monthly	Monthly abstract if called for	107, 110, 114, 119, 120, 131, 132, 131, 135, 137.	
C.4	Register of outturn of timber and other forest produce.	

Guard book number.	Title.	Date on which due to reach—				Reference to Forest Manual.	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.	
1	2	3	4	5	6	7	8
C.1(a)	Monthly return of timber and other forest produce.	Monthly	9
C.5	Register of timber saved ...	Ditto ...	Monthly abstract if called for	From Range offices.
C.5(a)	Salver's receipt	Maintained at drift depôts and Divisional offices.
C.5(b)	Notice of drift timber	Used at drift depôts.
C.6	Ravanna for monopoly system of sale.	Weekly	Weekly Range office	Ditto.
C.6(a)	Ravanna for lump sum system.	Ditto	Ditto ...	
C.6(b)	Ravanna for produce given free or at privileged rates.	Ditto	Ditto ...	
C.7	Weekly abstract of ravannas...	Ditto	Ditto ...	
C.8	Check muharir's register of ravannas.	Maintained at check chinkis.
C.9	Purchaser's Ledger Account...	Maintained in Divisional offices.

[illegible]

Guard book number.	Title.	Date on which due to reach—					Reference to Forest Manual.	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.		
1	2	3	4	5	6	7	8	9
D.4	Register of receipts and issues of stores for consumption on works.	136, 144, 303.	Maintained in Divisional and Range offices.
D.5	Return of stores, tools and plant.	...	1st July	144, 145, 303.	
	Serials E.—Forms connected with the monthly accounts of monthly transactions.	...	20th August	149, 150	Accompanied by appendices and plans of operations.
E.1	Budget estimates of a division	30th September.	1st November.	1st November.	151	
	Consolidated budget estimates for the province.	...	20th August	1st September.	8th September.	...	152	
	Schedule of new expenditure, recurring and non-recurring.	154	Applications requiring sanction of Government are forwarded to the Administrative department of Government.
Mis. 1J	Application for supplementary estimates.	...	1st December.	20th December.	Before 31st December.	...	155	Consolidated by Chief Conservator.
	Latest estimates ...	20th January	10th February.	15th February.	153	
	Annual Appropriation Report...	5th September.	...	15th September. A.-G.		

F. A. C.5 E.3. E.2	Daily cash-book ... Ditto (vernacular)	Soon after 20th of month.	50(9), 101, 109, 111, 117, 120, 121, 123, 124, 146, 171 to 175, 176, 178, 187, 188, 193, 194, 207, 210, 211, 213, 218, 238, 289, 295, 303.	Maintained in Divisional and Subordinate offices.
E.3	Receipt form	Ditto	171(3), 179, 304.	Used as voucher to subordinate revenue accounts. No copy kept in Divisional offices.
F. A. C.4 E.6	Register of cheques drawn	181, 303	
F. A. C.6 E.7 E.8	Monthly cash account Estimate for works	191, 248, 289, 303, 205	Sent to Accountant-General with vouchers. Submitted by Divisional Forest Officers.
E.8(a)	Details for measurements and calculations of quantities (works).	
E.9	Intimation of sanction	
E.10	Intimation of sanction . to Accountant-General.	206 (i)	Issued by Chief Conservator, Conservators and divisional forest officers.
F. A. C.14 E.11	Classified abstract of revenue...	206 (i), 303	Forwarded by Chief Conserva- tor, Conservators and divi- sional forest officers.
F. A. C.14 E.11(a)	Classified abstract of expendi- ture.	123, 139, 146, 207, 289, 303.	Maintained in Divisional offices, abstract only sent to Conser- vator and Accountant-General.
F. A. C.12 E.12	Contractor's and disbursers' ledger.	203, 289, 303.	Sent to Accountant-General with accounts.
		289, 303	Maintained in Divisional offices.

Guard book number.	Title.	Date on which due to reach—				Reference to Forest Manual.	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.	
1	2	3	4	5	6	7	8
F. A. C.13 E.13	Abstract of contractor's and disburser's ledger.	20th of month.	Date of despatch of monthly accounts.	303
F. A. C.15 E.14	Schedule of remittances of revenue to treasuries.	With the monthly accounts to A.-G. Ditto ...	175(ii), 210, 211, 303.
Treasury Form 194	Consolidated receipt for cash remittance.	1st of month from Treasury.	211, 303
Treasury Form 203 obtained from Treasury Officer.	Voucher forms. Treasury chalan	Forwarded by Treasury Officers to Divisional Officers and thence to the Accountant-General.
E.15	Pay bill of gazetted officers	With monthly accounts to A.-G. Ditto ...	174(i), 175(ii) 178, 179, 187, 210, 211(ii) 212.
E.15(c)	Pay bill of non-gazetted officers.	20th of month.	212, 214, 303. Ditto.
E.16	Periodical increment certificate.	Ditto ...	212, 215 to 218, 220, 221, 233, 303. 231 To accompany pay bill when increment is drawn for first time.

E.17	Travelling allowance bill</
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Guard book number.	Title.	Date on which due to reach—				Reference to Forest Manual.	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government.	Other offices.	
1	2	3	4	5	6	7	8
F.6	Register of files and cases	Maintained in all offices.
F.7	Register of receipts and issues of documents.	To be issued with all correspondences when copies are not made.
F.8	Invoice of documents despatched (dāk chalan).	Used by Divisional offices.
Prov. 51	Station despatch book	For use in Direction and Divisional offices.
Prov. 6	Reference slips A to Z	Ditto.
Prov. 113	Slip (paper under consideration).	Ditto.
Prov. 113	Slip (draft for approval)	Ditto.
...	Stamps G.—Forms relating to miscellaneous office business.	Ditto.
...	Register of books and maps...	Forwarded by Divisional Forest Officers to Conservator and by him to the Inspector-General of Civil Hospitals.
...	Indent for medicines	Consolidated by Conservator.
Do.	Indent for castor oil and quinine.	...	15th May

Obtained from Controller of Stationery, Calcutta.	Indent for stationery	...	1st April	276	Forwarded by Divisional Forest Officers to Conservator and by him consolidated to Controller of Printing, Stationery and Stamps.
Obtained from Superintendent, Government Printing, Calcutta.	Indent for Forest department Code forms.	...	13th June	280	Forwarded by Divisional Forest Officers to Conservator and by him (consolidated) to Superintendent of Government Printing, Calcutta.
Mis. 34R	Indent for registered forms	...	25th March	291	To be used by Divisional Forest Officers.
Government Press 139.	Indent for registered forms	281, 285	Consolidated (by circles) to Superintendent, Government Press, by Chief Conservator for all circles.
G.2	List of registered prescribed forms.	282, 285, 303.	To be kept in all offices.
G.2(c)	List of registered local forms...	283, 285, 303.	To be kept in all offices. The entries in this form are not prescribed.
Mis. 33R	Stock register of forms	286 (u)	To be kept in all offices.
G.3(c)	Stock register of permits and rawnans.	120	Maintained in Divisional and Range offices.
Mis. 32R	Requisition for works from the Government Press, other than standard forms.	288	For use by Conservators.
G.1	Certificate of transfer of charge (Gazetted Officers).	295(3)	For transfer of Circle and Divisional offices.
Mis. 2B	Charge certificate	295(4)	For transfer of all gazetted officers.
G.4(c)	Certificate of transfer of charge (Subordinate Officers).	300	For transfer of Subordinate Officers.
Try. form 220	Last pay certificate	301	
...	Inspection of offices (divisions and circles).	302	Facsimiles to be kept in Divisional and Circle offices. Copy to be sent to Chief Conservator.

Guard book number.	Title.	Date on which due to reach—				Reference to Forest Manual	Remarks.
		Divisional office.	Conservator's office.	Chief Conservator's office.	Government	Other offices	
1	2	3	4	5	6	7	8
...	Inspection of offices (ranges)
...	STAFFS H.—Forms relating to legal matters.
H.1	Register of cases compounded
H.2	Report of forest offences
H.3	Return of Civil and Criminal cases.	Monthly
H.4	Summons under section 71, Forest Act.
J.1	STAFFS J.—Miscellaneous forms.
J.2	Pass for occupation of rest house.
Mrs. 31R	List of furniture in rest houses
Mrs. 126R	Form of indent for stores to be obtained from England.	...	15th July	...	31st July
Mrs. 127R	Return of expenditure on stores purchased in India.	...	15th May
Mrs. 6B	Ditto
Mrs. 6B	Return of deaths of European officers or pensioners.

Note.—The forms designated in column 1.—“Try,” “Mis,” “Prov.” or “Government Press” are those common to all departments. (See arts. 291 to 294.)

288. (i) The rules for the use of the Government Press for other purposes than registered forms are contained in arts. 2399, 2401 to 2403 and 2408 to 2412, M. G. O.

(ii) Officers employing the press should keep the tabular matter down to its lowest possible limit. Tabular statements should not be printed unless a great many figures have to be shown, and great care should be taken to make them as little elaborate as necessary for the object in view. For instance, some returns accompanying reports consist of blank, or almost blank columns. Their contents might in lieu be described in a few paragraphs of the text of the report.

G. O. no 84A..
dated the 22nd
November, 1877.

(iii) Printing at private presses is regulated by art. 2413, M. G. O.

289. (i) Every year between 1st July and 31st October Conservators and Divisional Officers will sort the cases that have been closed for three full years, with a view to destroy those documents which may be considered of no further use. A large bulk of the correspondence may be got rid of by destroying forwarding dockets, inquiries and reminders. Many of the letters relating to questions which have been settled for three full years can also be destroyed, provided the register books contain all that may be necessary to ascertain regarding them.

(ii) The original accounts rendered to the Divisional Officer by Range Officers and subordinates which have been filed in his office for three full years, should be similarly set aside for destruction.

(iii) Such documents as annual or special reports, correspondence relating to boundary questions, to rights and privileges of other persons in the forests, to working plans and annual plans of operations, and to all subjects affecting the general management and history of the forests included in the division, as well as all orders of Government and circulars on important subjects, should be carefully preserved.

(iv) Records in forms E2, 7, 12 (F. A. C. forms 5, 6 and 12) should be preserved for the periods specified in the margin. The Register of Reserved Forests (form 1, F. D. C.) is an important document and should be continuously retained. Form 2 and 4, F. D. C., and forms E11 and 11 (a) (F. A. C. form 14) should be preserved until a working plan or other report, embodying a complete account of the history and statistics during any period considered, has been prepared or revised for the forests in question. As a general rule, when monthly or annual returns have been reproduced or adequately summarised in printed working plans or administration reports, the original manuscript forms, if they have been retained for at least three full years in all, may be destroyed.

F.A.C. Form 5, 25 years.
" " 6, 25 "
" " 12, 25 "

290. Power has been delegated to Divisional Forest Officers to authorize the destruction of useless records.

G. O. no. 331/
XIV—49, dated the
17th April, 1917.

291. Conservators will inspect the methods used in weeding and issue such orders thereon as they deem necessary.

292. Arts. 289 and 291 also apply to subordinate offices and their inspection by Divisional Forest Officers.

293. On the occasion of a transfer of charge, arrangements must be made by the two officers concerned that the relieving officer is placed in such a position as will enable him to carry on the duties of which he has taken charge in an efficient manner, and with as complete a knowledge of

the property entrusted to his charge, the works in progress and all arrangements made in connection with them, as the circumstances of the case admit.

294. A transfer report signed by the relieved and relieving officers will, on the day of transfer, be submitted to the Conservator in the case of a transfer between two Divisional Officers, and to the Local Government in the case of the transfer of a Conservator's office. The relieved officer will report the transfer of charge to the officers in charge of the treasuries, and will, at foot of the report, send a specimen of the relieving officer's usual signature, in order that the treasury officers may satisfy themselves as to the validity of the cheques presented by the relieving officer.

295. The following rules relate to Conservators and Divisional Officers :—

- (1) The relieving officer must see that all office books are posted up to date, and in the case of cash and stock accounts, that the needful vouchers of receipts and issues belonging to the accounts of the current month are made over to him. The relieving officer will make himself acquainted with all outstandings and liabilities on account of the department, and state that he has done so.
- (2) The cash-book will be closed, and the cash balance will be counted in the presence of both officers, who will then sign the book.
- (3) A certificate (form G4) will be made out in duplicate and signed by both officers. These certificates will be forwarded to the Conservator or to the Local Government, and the original will be submitted to the Accountant-General.
- (4) A certificate in Miscellaneous form 2B will be signed and submitted by the relieved and relieving officers on the day of transfer to the following authorities :—

The Local Government in the Appointment department.
The Accountant-General.
The Chief Conservator.
The Conservator of the circle.

296. In the case of gazetted officers other than Divisional Officers, the certificate in Miscellaneous form 2B must also be used, copies of it being submitted to the same authorities as are mentioned in the preceding article.

297. In the case of a transfer between two Divisional Officers, the relieving officer will take over charge of all timber, bamboos and other forest produce, for which a certificate will be added to form G4, similar to that given for cash.

298. Besides cash, timber, and forest produce, the following are the main classes of property which ordinarily form the subject of transfers between Divisional Officers :—

- (1) Demarcated reserves.
- (2) Plantations.
- (3) Timber dépôts and revenue stations.
- (4) Buildings, roads and bridges.

- (5) Live-stock.
- (6) Machinery, stores, instruments and tools.
- (7) Books and maps.
- (8) Office records.
- (9) Office furniture.

299. (i) In the transfer report the relieving officer should state by what means he has satisfied himself of the nature and condition of the different classes of property of which he has taken charge.

(ii) Live and dead-stock and other articles which may be at headquarters, as well as books and maps, office records and office furniture, should as a rule be personally inspected by the relieving officer at the time of transfer, and the fact of this having been done should be stated.

(iii) In the case of property at a distance from headquarters the registers and other documents in which they are described should be examined.

300. In the case of the transfer of subordinate offices a certificate in form G4 (a) will be submitted to the Divisional Officer.

301. In every case of transfer the transferred officer will require a last pay certificate before he can draw pay in his new division.

302. (i) Each Divisional office will be inspected once a year by the Conservator and each subordinate office by the Divisional Forest Officer.

(ii) Inspecting officers should keep a separate bound book for each office in their charge in which to write each successive report in original, the same being then lent to the inspected office for taking a copy in a bound book. A copy of each Divisional office inspection report will be submitted to the Chief Conservator and of each subordinate office inspection report to the Conservator for orders and return.

303. The principal matters to be noted on in Divisional office inspection reports are detailed in the following table :—

Serial number.	Subject.	Article number.	Form number.	Special points for notice.
	<i>I.—Relating to the organization of the Forest department.</i>			
1	Statement of officers who will attain the age of 55 or whose period of extension will expire during the next official year.	37	Mis. 5J	Steps taken to comply with art. 907, C. S. R., <i>et seq.</i>
2	Register of casual leave	41	A5	Leave granted in excess of 10 days.
3	Ditto Forest Orders	42(ii)	...	Proper taking of thumb-impressions.
4	Service books and rolls	51	...	Entry of relationships and landed property.
5	Character rolls	37(iii)	Mis. 8C	
6	Register of security deposits and bond.	52	A12	
7	Register of security deposits in the Post Office Savings Bank.	51		
		56	A18	Comparison with savings bank pass-books.

Serial number.	Subject.	Article number	Form number.	Special points for notice.
	<i>II—Relating to the management and working of the forests.</i>			
8	Register of reserved, protected and unclassified forests.	F. D. C. 41	F. D. C. 1	
9	Maps of reserved, protected and unclassified forests.	F. D. C. 44 (v)	...	
10	Working Plan control forms	F. D. C. 51, 55.	F. D. C. 2 and 4.	
11	Forest Journals ...	F. D. C. 51, 55.	...	
12	Maps showing the results of fire protection.	84 and F. D. C. 51, 55.	...	
13	Plantation Journals	
14	Register of animals shot	... 56	B7(g)	
	<i>III.—Relating to accounts of outturn of forest produce.</i>			
15	Dépôt registers of produce removed by Government agency.	100 to 103, 112	C1. Local forms	Date of last complete stock-taking and result. Facilities for taking stock.
16	Register of outturn of timber and other produce.	107, 110, 111, 119 to 121, 131.	C 1	Safety of stock (art. 110). Detail in which export is recorded (art. 149).
17	Forest muharrirs' returns.	107, 114	Local forms	Their nature and the use made of them.
18	Dépôt register of drift timber operations.	109, 111	C.5	
19	Purchaser's ledger account.	117	C 9	
20	List of purchasers and instalments of revenue.	123	C 12	Extent of outstandings and reasons therefor.
21	Register of grazing revenue.	124, 131	C.13	Ditto.
22	Register of petty revenue demands.	125	C.11	Ditto.
23	Register of outstandings	127	C 15	Progress in realization of outstandings of the previous forest year.
24	Registers of forest produce given free or at privileged rates under Government notifications of rights and concessions.	132	Local forms	Comparison of amounts given with amounts sanctioned.
25	Register of special free grants.	133	C 16	
26	Register of forest produce seized and disposed of.	135	C.17	
27	General compliance with the prescribed system of accounts and proper use of local forms.	138	...	Examination of all local forms and of forms printed locally used for export accounts (if any).

Serial number.	Subject.	Article number.	Form number	Special points for notice.
	<i>IV.—Relating to accounts of live and dead-stock.</i>			
28	Return of live-stock ...	140	D.1	Safety of stock. How kept and facilities for checking stock, unserviceable stock, condition of instruments. Sufficiency of stock and furniture. Date of last check of stock with form D5.
29	Register of stores, tools and plant.	142	D.2	
30	Register of stores for consumption on works.	141	D.4	
31	Return of stores, tools and plant.	145	D.5	
	<i>V.—Relating to accounts of money transactions.</i>			
32	Cash-book ...	173—175	E2 (F. A. C. 5.)	Compliance with art. 165. Entries to be compared in detail for one day with subsidiary registers and vouchers. Date to which subordinate accounts have been received and written up.
33	Measures taken for safe custody of cash	176	...	
34	Register of currency notes.	176(iii)	...	
35	Arrangements for safe transmission of cash from or to treasury and to disbursers.	180, 190	...	
36	Register of cheques ...	181	E6 (F. A. C. 4)	Entries compared with the cash book.
37	Cheque books ...	182, 183	...	
38	Monthly cash account ...	191	E7 (F. A. C. 6.)	
38A	Return of sanctions accorded by the Chief Conservator, Conservator and divisional forest officer.	206	E.10	Payments to menials for supplying drinking water and for dusting offices. See G. O. no. 1781/X—112, dated the 9th August, 1911.
39	Classified abstract of revenue.	207	E11 (F. A. C. 14.)	
40	Classified abstract of expenditure.	208	E11(a) (F. A. C. 14)	
41	Contractor's and disburser's ledger and abstract thereof.	209	E12 and 13 (F. A. C. 12 and 13)	
42	Schedule of remittances to treasury and last consolidated treasury receipt.	210, 211	E14 (F. A. C. 15)	Comparison of entries with chalans. Steps taken to trace (1) items which have not appeared in the C. T. R., (2) items which have appeared in the C. T. R. but not in form E14.
43	Pay bills ...	214 to 218	E15 and 16 (a).	Usual date of payment of salaries.
44	Travelling allowance bills.	222	E 17	

Serial number.	Subject.	Article number.	Form number.	Special points for notice.
45	Objection statements ...	212	E22 F. A C. 17.	Objections whether due to carelessness or breach of rules, culpable irregularities brought to notice Attention to objections Unnecessary objections
46	Register of expenditure on each work	217	E 23	
47	Register of refunds ...	218	E 24	
	<i>VI—Relating to correspondence.</i>			
48	The keeping of documents in cases (with title pages) according to the prescribed files.	259, 260	Prov. 11 17.	
49	Register of files and cases	260	F.6	
50	Register of receipts and issues of correspondence and registering of documents.	261, 262	F.7	Punctuality in correspondence.
51	System of correspondence files and cases adopted for correspondence with and between subordinate officers.	263, 264	...	
52	Guard book of circulars to subordinate officers.	265	...	
53	Method adopted with regard to pending correspondence and the use of official stamps.	269, 270	...	
	<i>VII.—Relating to Miscellaneous office business.</i>			
54	Register of books and maps.	273, 274	...	Whether weeding has been done up to date and adequately.
55	Library catalogue, map catalogue and atlas.	273, 274	...	General state of the library and maps as regards arrangements, safety from destruction and adequacy.
56	System adopted in regard to Government Gazette	273	...	
57	State of F. D. C., Forest Manual, M. G. O., C. S. R. and C. A. C.	Correction slips whether received and inserted up to date and list of such slips properly maintained in all copies.
58	Register of stationery...	276	...	Safe custody. Arrangements for its issue and prevention of waste
59	Supply of typewriters and duplicating machines.	278, 279	...	Their condition and adequacy.

Serial number.	Subject.	Article number	Form number.	Special points for notice.
60	Registered local forms...	283	...	Whether they all conform to the terms of art. 281. Local forms discontinued since last office inspection.
61	Forms printed locally ...	281 281	...	Reasons for local printing and compliance with arts. 2414 and 2418, M. G. O.
62	Lists of prescribed forms	282	G.2 G.2(a)	Whether corrected to date.
63	Guard books ...	284	...	Whether complete.
64	Registers of forms and permits and rawannas.	286	Mis 39R G3(a).	Excess and obsolete forms.
65	Destruction of useless documents, and registers and inspection of the same weeded for destruction.	289, 290	...	Period up to which done and method adopted.
66	Neatness in keeping the office.	
67	Allotment of work among the clerks.	How and by whom allotted.
	<i>VIII.—Relating to legal matters.</i>			
68	Register of cases compounded.	310	H.1	
69	Register of civil and criminal cases.	320	H.3	
	<i>IX.—Miscellaneous.</i>			
70	The office building ...	332	...	Owner, rent, condition, and general suitability.
71	The office staff	Officer in charge, the Head clerk, number, of assistant clerks. State of discipline, efficiency of each clerk. Number and class of persons employed other than clerks. Adequacy of the establishment. Working hours, complaints or requests made in person by any members of the staff.

304. At the inspection of subordinate offices the principal matters to be noted on are :—

In series I.—Weekly diaries of subordinates in form A7, art. 47.

In series II.—Serial nos. 9 (including maps of beats) and 14 in art. 303 and list of boundary marks, art. 77(ii).

List of Government hammer marks and their distribution.

In series III.—Serial nos. 15, 16 (form C4 (a)) 17, 18, 20, 22, 24, 25, 26, 27 in art. 303 and—

Bill books in form C2, art. 101.

Drift forms C5 (a) and (b), art. 111.

Rawanna books in forms C6, C6(a), C6(b), arts. 113, 120 and 130.

Permit books in form C10, arts. 119 and 130.

All local forms for grazing, arts. 124 and 131.

In series IV.—Serial nos. 29, 30 in arts. 303 and stock issue and receipt books in forms D3 and D3(a), art. 142.

In series V.—Serial nos. 32, 33, 34, 35, 41, 45, in arts. 303 and contents of each chest compared with the balance in the cash book, Receipt books in form E3, art. 180; Compliance with art. 178; Muster rolls in form E19, art. 239.

In series VI.—Serial nos. 49 to 53 in art. 303 and correspondence invoices in form F8, art. 264.

In series VII.—Serial nos. 54, 57, 58, 60, 61, 64, 65, 66 in art. 303 and *Medicines*—Accounts kept, method of distribution, kinds found useful or not used, quantities required etc.

Stationery.—Adequacy of supply and of grant for country stationery.

In series VIII.—Reports of forest offences in form H2, art. 311.

In series IX.—Serial nos. 70 and 71 in art. 303 and Control of villages under the Forest department.

305. The regulations concerning holidays to be observed in Government offices are contained in arts. 1671 to 1676, M. G. O.

Chapter V.—Legal matters.

PART I.

LEGAL POWERS OF FOREST OFFICERS.

306. Conservators of Forests have been empowered, under section 24 of the Forest Act, with the previous sanction of the Commissioner of the division, to stop ways and water-courses in reserved forests subject to the provisions of that section.

307. The Lieutenant-Governor has invested Conservators of Forests and officers in charge of Forest divisions with the powers described in classes (b), (c), (d) of section 71 of the Indian Forest Act (VII of 1878).

308. The Lieutenant-Governor has been pleased, under section 75 of the Indian Forest Act, 1878, to prescribe and limit the duties of certain Forest Officers by the following rules :—

1. Within their respective charges, the Conservators of Forests, all Deputy Conservators, Assistant Conservators, Extra Deputy Conservators, Extra Assistant Conservators (whether probationers or otherwise), forest rangers, deputy rangers, foresters and forest guards, whether in permanent or temporary employment, are appointed to do all acts and exercise all powers that are provided by the Act to be done or exercised by "any Forest Officer."

2. Within their respective charges the Forest Officers mentioned in the first column of the following schedule shall exercise the powers under the sections of the Act mentioned in the second column of the same opposite each class of officers respectively :—

Class of officers empowered.	Section of the Act under which powers are given.	Brief description of nature of powers conferred.
I.—All Deputy Conservators, Assistant Conservators, Extra Deputy Conservators and Extra Assistant Conservators when in charge of Forest divisions.	20	To publish translations of notifications of reserved forests.
	25	To notify seasons during which the kindling, etc., of fire is not prohibited, and to permit the clearing or breaking up of land for cultivation or any other purpose.
	33	To permit the breaking up or clearing for cultivation or any other purpose of any land in any protected forest.
	15	To notify depôts for drift timber, etc.
	46	To issue notice to claimants of drift timber, etc.
	47	To decide claims to drift timber, etc.
	50	To receive payments on account of drift timber, etc.
	50	To direct release of property seized.
	71(a)	To enter upon any land and to survey, demarcate and make a map of the same.
	52	To take possession of and sell forest produce for Government dues.

Notification no. 301, dated the 28th February, 1880, and notification no. 381, dated the 28th August, 1880.

Notification no. 301, dated the 28th February, 1880, and notification no. 557F./390, dated the 22nd August, 1885, as amended by notification no. 686F/455—A-2, dated the 4th August, 1892, and 81F/447A-19, dated the 24th January, 1893, and no. 875F/638-59, dated the 7th October, 1893.

Notification no. 312/XIV—185, dated the 11th April, 1914.

(Notified under section 75 of Indian Forest Act.)

Class of officers empowered.	Section of the Act under which powers are given.	Brief description of nature of powers conferred
II.—All Deputy Conservators, Assistant Conservators, Extra Deputy Conservators and Extra Assistant Conservators, forest rangers, deputy rangers and foresters when specially authorized in that behalf by the Conservator of Forests	25 33 32	To permit acts specified in the clauses (c), (d), (f) or (g) otherwise prohibited in reserved forests To permit acts specified under clause (a) or (b), section 32, in protected forests. To permit acts specified under clause (a) or (b), section 32, in protected forests.
III.—The Deputy Commissioners of the Garhwal, Almora and Naini Tal districts.	33 60 52	To permit the breaking up or clearing for cultivation or any other purposes of any land in any protected forests. To direct release of property seized. To take possession of and sell forest produce for Government dues.

Conservators of Forests are empowered to exercise all or any of the powers conferred in the foregoing schedule.

Notification no. 392, dated the 28th February, 1880.

309. (i) All Conservators, the Collector of Bijnor, and (when in charge of Forest divisions) all Deputy Conservators, Assistant Conservators and Extra Assistant Conservators have been invested with the powers described in section 67 of the Indian Forest Act, VII of 1878.

Notification no. 308/XIV—135, dated the 11th April, 1914.

(ii) In exercise of the powers conferred on him by section 75(a) of the Indian Forest Act, VII of 1878, as amended by Act V of 1890 and Act XV of 1911, the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to invest, within their respective charges, all Extra Deputy Conservators of Forests with the powers described in section 67 of the Indian Forest Act.

Notification no. 78F/638—53, dated the 17th October, 1893.

(iii) In addition to these officers, the Deputy Commissioners of Naini Tal, Almora and Garhwal districts have also been invested with the powers described in section 67 of the Forest Act, VII of 1878, as amended by section 13 of Act V of 1890, in respect to forest offences committed within the areas specified in notification no. 869F./638—44, dated the 17th October, 1893*.

Notification no. 356/XIV—110 1905, dated the 14th June, 1905.

(iv) The Lieutenant-Governor has also invested the Assistant Commissioner, Naini Tal, for the time being, with the powers described in section 67, sub-section (1) of the Forest Act, VII of 1878, as amended by the Forest Act, V of 1890, in respect to forest offences committed, or reasonably suspected to have been committed, within the local areas specified in notification no. 869F./638—44, dated the 17th October, 1893*.

* Viz., the district protected forests of the Kumaun division not reserved and included in the Kumaun circle (see art. 5.)

(v) In exercise of the power conferred by section 67, sub-section (1) of the Indian Forest Act, 1878 (VII of 1878), as amended by Act V of 1890, the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to invest Assistant and Extra Assistant Conservators of Forests, when employed in the Kumaun circle, with the powers described in the said section and sub-section, in respect of forest offences committed, or reasonably suspected to have been committed, within the above circle.

Notification no. 164/XIV—224, dated the 27th February, 1914.

310. The following instructions regarding the procedure to be adopted in compounding cases have been issued by the Local Government :—

Resolution no. 381F/277—5, dated the 9th June, 1885, G. O. no. 542F/831—2, dated the 29th August, 1898, and G. O. no. 824/XIV—218, dated the 18th June, 1902

In compounding forest offences under section 67 of the Forest Act (VII of 1878), a Forest Officer subordinate to a Conservator should not, without the Conservator's sanction, demand in any case an amount as compensation which exceeds ten times the value of the forest produce in respect of which reasonable suspicion exists that a forest offence has been committed, or ten times the amount of the dues, the payment of which has been evaded, subject to a maximum amount of Rs. 50 (Act V of 1890), or in the case of breaches of the rules regarding fishing, a maximum sum of Rs. 10. All Forest Officers exercising powers under section 67 should enter all cases taken up by them with a view to disposal under that section, in a register (in form H1) which should show the following :—

- (a) serial number ;
- (b) name, parentage and residence of the offender ;
- (c) offence, section of the Forest Act, value of the property in respect of which the offence has been committed ;
- (d) date of report and of arrest if made ;
- (e) statement of the offender ;
- (f) decision, with abstract of the facts and date of conclusion of case ;
- (g) amount of compensation demanded ;
- (h) date on which paid or reasons for non-payment.

Conservators should make their own arrangements for the inspection of this register and a request from the District Magistrate for the inspection of the register or for the submission to him of an extract relating to any particular case should be complied with.

311. In continuation of the foregoing instructions the following rules have been issued by the Government for the compounding of offences :—

Resolution no. 29/XIV—203-16, dated the 14th January, 1899.

I.—No offence alleged to have been committed more than one month before the date of the first report regarding it may be compounded except after a personal investigation by the Divisional Officer or other officer duly empowered by law to compound offences.

II.—Forest guards and other subordinate Forest Officers, duly empowered, in virtue of their office, under notification issued under section 75 of the Forest Act, 1878, to do all acts and exercise all powers that are provided in the said Act to be done or exercised by any Forest Officer, are

required to report to the officer in charge of the range the occurrence of any offence against the said Act within 24 hours from the time of detection of such offence. The report may be made either personally or in writing. If in writing, it shall be in the form attached to these rules; and if made in person, the same form will be prepared by the Range Officer, who shall cause it to be signed by the reporting officer or, if the said officer is illiterate, shall sign it himself on behalf of the reporting officer. The Range Officer receiving such report or himself detecting an offence shall, within three days of such receipt or detection, and after such preliminary inquiry as he may think necessary, transmit the report with his remarks to the officer in charge of the division.

III.—Should it happen, in any case, that a period of one month has elapsed between the first and the final report of the Range Officer such case may be compounded only after personal inquiry by the Divisional Forest Officer or by an officer duly empowered by the Government to compound offences.

IV.—No officer who is not empowered under section 67 may issue notices inviting persons to attend for the purpose of inquiries into alleged offences or in order to pay compensation.

V.—An officer empowered to accept compensation shall not offer to accept it except in cases which he has inquired into himself or which have been inquired into under his orders by an officer of not lower grade than an officer in charge of a range.

FOREST DEPARTMENT

CIRCLE, UNITED PROVINCS

DIVISION.

Form no H2

(See rule II.)

Forest offence.

Report no. , dated . Range

Particulars of report, with evidence, &c.	Remarks.
	Name, father's name and residence of offender.
	Name of witness.
	Detail of stolen property.
	Value.
	Remarks about chalan and investigation.

312. In modification of Government notification no. 274, dated the 11th March, 1880, and under section 13 of the Indian Arms Act, 1878 (XI of 1878), the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to invest the Conservators of Forests, all Deputy Conservators, Extra Deputy Conservators, Assistant Conservators and Extra Assistant Conservators of Forests (including probationers) in the United Provinces with the power to disarm any person going armed without a licence or in contravention of its provisions within the local limits of their jurisdictions.

Notification no. 3461/VI—883-1913, dated the 4th September, 1913, Judicial (Criminal) department.

PART II.

CIVIL AND CRIMINAL CASES.

313. No civil suit can be instituted or defended on behalf of Government by any officer without the sanction of the Local Government and full compliance with the rules in force concerning Government suits.

314. (i) With reference to the provisions of section 26 and 1st schedule order IV and order VII of the Code of Civil Procedure (Act V of 1908), the Lieutenant-Governor is pleased to direct that the institution and filing of all suits and applications, or the defence of the same, on behalf of the Secretary of State, shall be entrusted to the Collector of the district within which such suits and applications can be, or actually are, instituted or filed, except in the case of the following in which the officer indicated in the second column shall take the place of the Collector :—

G. O. no. 651V/VII—36C., dated the 17th August, 1900.

* * *		* * *
Forest department.		The Conservator.

The officer named above is authorized to sign all plaints, written statements and applications on behalf of the Secretary of State in the cases respectively entrusted to them.

(ii) The special rules of procedure in such cases are found in sections 79 to 82 and 89 to 93 of Parts IV and V respectively of the Code of Civil Procedure (Act V of 1908), which will have to be studied, and those relating to appeals in Part VII of the Code.

315. Divisional Officers should, if possible, report to the Conservator before commencing proceedings in any grave or unusual criminal case. Power has been delegated to all Divisional Forest Officers to sanction expenditure on pleader's fees up to a limit of Rs. 100 in each case in the prosecution of criminal offences.

G. O. no. 331/XIV—49, dated the 17th April, 1917.

316. Power has been delegated to certain Range Officers in the Kumaun circle to complete the attendance of witnesses and the production of documents and to hold an inquiry into forest offences and in the course of such inquiry to receive and record evidence, under sections 71 (b) and (d) respectively of the Indian Forest Act, 1878.

G. O. no. 223/XIV—L, dated the 2nd February, 1922.

317. The following rules on the subject of the engagement and remuneration of legal practitioners by Heads of departments for the

G. O. no. 714/X—II, dated the 9th February, 1892.

conduct of criminal cases in which their departments may be concerned do not affect the Public Prosecutor for the High Court :—

1. No Head of a department is authorized, without the sanction of the Legal Remembrancer, to engage any legal practitioner for the conduct of any *criminal* case in which his department may be concerned.

2. In the event of the Head of a department considering it desirable in the interests of the department that the services of a special legal practitioner be retained for the conduct of any such case, he shall first refer the matter to the Legal Remembrancer, stating the nature of the case, the reasons for the application, and the number of days the case is likely to last.

3. The Legal Remembrancer shall, in the event of his not being able to make provision for the services of the special legal practitioner from his budget grant, record his opinion on the reference and refer the matter to the Government, stating what proposals he has to make for the conduct of the case and the probable cost to the Government.

4. In the event of the application being sanctioned, the legal practitioner to be appointed shall not be deputed to conduct the case until the amount of remuneration to be paid to him shall first have been settled by the Legal Remembrancer in communication with him.

318. The procedure in prosecutions is set forth in Part VI of the Criminal Procedure Code (Act V of 1898), which will have to be studied and that relating to appeals in Part VII. The Local Government may direct the Public Prosecutor to present an appeal to the High Court from an original or appellate order of acquittal passed by any court other than a High Court [section 417, Criminal Procedure Code (Act V of 1898)].

G. O. Circular
no. 4, dated the 4th
February, 1884.

319. In order to obviate the hardship which might be caused by detaining in custody for an unnecessarily long period persons suspected of having committed a forest offence and arrested under section 63, Act VII of 1878, it is directed that, where the magistrate's court is at a distance from the scene of the alleged offence and a police station is within convenient access, an accused person who is ready and willing to give bail shall be taken for this purpose to the police station : and the officer in charge of the station shall take action on the matter in accordance with the provisions of Chapter XXXIX of the Criminal Procedure Code.

320. Divisional Officers will maintain a register of civil and criminal cases in form H3, each case will be entered when instituted and the result will be entered from returns in the same form supplied by the Judge or Magistrate. Forms for this purpose should be supplied to the officers concerned.

G. O. no. 101F/
94A—2, dated the
10th February,
1900.

321. (i) The repayment of the expenses of witnesses when summoned by Forest Officers, acting under section 71 (d), Forest Act, is regulated by G. O. no. 101 F./94A—2, dated 10th February, 1890. As Forest Officers acting under this section are not criminal courts, they cannot, under section 544, Code of Criminal Procedure, Act V of 1898, or the rules made thereunder, pay witnesses summoned by them : any expenses so incurred should be defrayed by the department. Witnesses should be summoned under section 71 by the issue to them of form H4.

Divisional Officers should obtain the sanction of the Conservator to such expenditure, and as the expenditure cannot be foreseen and must be incurred when the necessity for it arises, the necessary sanction should be applied for immediately afterwards.

(ii) The duty of paying the *expenses of complainants and witnesses* in criminal cases is imposed on the courts and not on the official of any department who may happen to be prosecuting the case; under section 544 of the Criminal Procedure Code, the Local Government has prescribed by a rule a regular scale of payments which criminal courts are authorized to make in cases in which the prosecution is instituted under the orders of any public officer. The rules are printed in arts. 900 to 904, M. G. O. Magistrates frequently fail to allow expenses unless specially asked for them, and the forest official who appears to prosecute should be directed to make application to the magistrate in each case on behalf of the witnesses.

G. O. no. 550F/989—2, dated the 20th July, 1889.

322. (i) All revenue officers below the rank of tahsildars, and all police officers up to and including inspectors, and all Forest Officers, including clerks and messengers, below the rank of Extra Assistant Conservator, as well as persons not in the public service, are eligible for rewards under the following rules.

Notification no. 301, dated the 28th February, 1880, and notification no. 557F/390, dated the 22nd August, 1885, as amended by notification no. 686F/465—A-2, dated the 4th August, 1892, and no. 84F/448A-19, dated the 21st January, 1893, and no. 875F/638—59, dated the 7th October, 1893.

(ii) On conviction of an offender, the Magistrate by whom the case has been decided is authorized to grant a reward not exceeding the estimated value of the timber or other forest produce, or other articles confiscated, *plus* the amount of any fine imposed, in such proportions as he may think fit, to any person or persons who have contributed to the seizure of the property confiscated or the conviction of the offender.

(Notified under section 76 of the Indian Forest Act.)

(iii) If in any case the fine and the proceeds of the property confiscated cannot be immediately realized, the Magistrate deciding the case shall at once pay the reward (provided that it does not exceed Rs. 100) from such funds as may be at his disposal. If in such a case the Magistrate considers that more than Rs. 100 should be distributed as rewards, he shall distribute Rs. 100 at once, and shall submit his recommendation for a larger reward, through the Conservator of Forests, for the orders of the Local Government, giving his reason for the same.

(iv) In any case the rewards shall be paid within the limit and under the sanction provided in rule 3, even though the fine may not have been realized.

(v) If after payment of the reward the conviction is reversed in appeal, the amount paid in rewards shall not be recovered from the persons to whom it has been paid unless it shall appear that they have acted fraudulently in the case.

323. No press prosecutions should be undertaken by any department on account of imputations made against official acts without the express sanction of the Government. A previous report of the circumstances should invariably be submitted to the Government before a prosecution of any kind is instituted against a newspaper by a Government officer. This rule should be carefully observed by all officers.

G. O. resolution no. 1356A., dated the 14th September, 1872, and G. O. no. 2871/VI—109D., dated the 25th September, 1890.

Government of
India, Home de-
partment, no. 108,
dated the 8th Jan-
uary, 1874

324. All officers must obtain the authorization of the Government before having recourse to the courts for vindication of their public acts or their character as public functionaries from defamatory attacks. This order does not affect an officer's right to defend his private dealings or behaviour in any way that may to him seem fit; but his official reputation is in the charge of the Government which he serves

PART III.

MISCELLANEOUS.

Notification no.
560/XIV-162, da-
ted the 23rd De-
cember, 1910 (noti-
fied under section
70 of Indian Forest
Act, 1878).

325. (i) In supersession of notification no. 831-F., dated the 22nd October, 1894, the Lieutenant-Governor is pleased to direct that in lieu of the fines fixed by the twelfth section of the Cattle Trespass Act, 1871, the following fines shall be levied in the Western Forest circle (excepting the Chakrata division) and in the Jhansi division of the Eastern Forest circle, for each head of cattle impounded under section 69 of the Indian Forest Act, 1878 :—

For each elephant	4 rupees.
For each buffalo or camel	1 rupee.
For each horse, mare, gelding, pony, colt, filly, male bullock, cow or heifer	8 annas.
For each calf, ass or pig	4 annas.
For each ram, ewe, sheep, lamb, goat or kid	2 annas.

Notification no.
895/XIV-220, da-
ted the 12th De-
cember, 1913.

(ii) In exercise of the powers conferred by section 70 of the Indian Forest Act, 1878, the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to direct that, in lieu of the fines fixed by the twelfth section of the Cattle Trespass Act, 1871, the maximum fines prescribed in the said section of the Forest Act shall be levied in respect of the cattle impounded in the pounds noted below in the Bahraich Forest division :—

Pound Gulra	In the Bhunga range.
Pound Bhinga	Ditto.
Pound Chaudhrigaon	In the Chakra range.
Pound Motipur	In the Motipur range.
Pound Simri Malkala	Ditto.
Pound Bichia	Ditto.
Pound Sujouli	Ditto.
Pound Kates	Ditto.

Local Govern-
ment notification
no. 2147/IV-282
B., dated the 27th
July, 1891.

326. Whenever cattle are impounded under section 69 of the Forest Act the facts shall be reported to the Divisional Forest Officer, who will decide whether any further action against the offenders is necessary. The Divisional Forest Officer will issue instructions to Range Officers regarding the principles to be observed in impounding cattle. The number of each kind of cattle impounded during the year should be commented on in the Annual Report.

G. O. no. 2991/
VI-844, dated the
4th June, 1920.

327. Government has decided that every forest ranger may ordinarily be granted licences for one shot gun and one rifle, but not for a revolver or pistol, unless special circumstances render the issue of such a licence in any particular case necessary. Under the previous Arms Rules such officers were exempt from the necessity of taking out licences:

Chapter VI.—Miscellaneous.

Section (i)—Buildings.

328. The rules concerning advances for house buildings are contained in art. 155, C. A. C., and in art. 1330 (no. 57), M. G. O. Heads of Departments are authorized to sanction such advances in strict accordance with the rules in the C. A. C.

329. In reference to art. 9, F. D. C., the rules relating to the construction or purchase of buildings for the residence of Government officials and to the assessment, etc., of rents for buildings so occupied are contained in Chapter X, volume I, of the Public Works Department Code, 3rd edition.

330. The Conservator will supply the Accountant-General with a statement of the monthly rents due from Forest Officers occupying Government buildings as residences, and when any new Government building is so occupied he will report to the Accountant-General at once the date of first occupation and the amount of the monthly rent fixed for it. When the rent of any building shown on the above statement is not paid in any month the Divisional Forest Officer will submit to the Accountant-General with the cash accounts of that month a certificate stating why it has not been paid, also see arts. 538 to 543, M. G. O.

A. G's. letter no. 338F/593, dated the 15th March, 1918, to the Conservator, Eastern circle.

(1) No rent should be charged for furniture in inspection bungalows, except when they are used as residences for Forest Officers. In such cases rent should be assessed for the building and furniture separately as laid down in Fundamental Rule 45 (b) and (f);

G. O. No. 207/XIV—219-1923, dated 14th March, 1924.

(2) In residential bungalows, where rent is not already charged on the furniture, the rent on furniture purchased before the year 1921 should be charged at seven per cent. on that purchased during the year 1921 and up to June, 1922, at eight per cent. and that on new furniture at twelve per cent;

(3) It is observed that Conservators of Forests have been exercising the powers of sanctioning the purchase of furniture for residential buildings not exceeding Rs. 5,000. The Public Works Department Code prohibits the purchase of such furniture without the previous sanction of higher authority, as explained in paragraph 507 of the Public Works Department, Buildings and Roads Branch, Manual of Orders. Accordingly the Governor in Council has directed that in future Conservators should not incur such expenditure without the previous sanction of Government.

331. No rent will be charged for Forest department buildings intended for the use of, and occupied by, members of the subordinate forest establishment, including peons and chaukidars. Range clerks are included in the subordinate forest establishment.

G. O. no 1766/XIV—N-136, dated the 26th July, 1922.

G. O. no 250/
XIV—186, dated
the 7th March,
1923.

G. O. no. 1957/
XI—166B., dated
the 24th December,
1892.

G. O. no 246-
B., dated the 10th
March, 1923.

G. O. no. 2577,
dated the 27th
July, 1882.

G. O. no 660/
XIV—231B. dated
the 13th November,
1902.

332. Referring to art. 65, F. D. C., the payment of rent by Government for buildings occupied for public purposes is regulated by item (15) of Appendix 5 C. A. C.

333. Before a Government building is sold by or on behalf of any department, the Magistrate of the district shall certify that he has ascertained to the best of his knowledge after due inquiry, that the building is not wanted by any other department, and could not be conveniently utilized for any public purpose. He should at the same time state whether the building is on the books of the Public Works department, and, if it be on the books of that department, should furnish the opinion of the Executive Engineer who will be guided by the Public Works Code, Chapter X, of the M. O., Buildings and Roads Branch of the Public Works Department (3rd edition 1917).

334. Power has been delegated to the Chief Conservator to sanction sale, or demolition, of public buildings in the Forest department, other than residential buildings, of which the book value does not exceed Rs. 5,000 subject to the certificate of the Collector, required in art. 333.

335. Immediately on the occurrence of a fire in any public building whether Imperial Provincial or Local, the department concerned should at once inform the Magistrate of the district.

336. Referring to the 2nd clause of art. 9, F. D. C., the rules for the occupation of Forest rest-houses are as follows :—

1. This rest-house is intended primarily for the sole use of forest officers of rank not below that of Extra Assistant Conservator.

2. All other officers and travellers wishing to occupy this rest-house are required to obtain a pass (form J1) from the Divisional Forest Officer authorizing them to do so; but any one using it must be prepared to vacate it when desired to do so by a gazetted Forest Officer. The Divisional Officer may give any officer by name, or as holding an appointment, general permission to use the house.

3. All occupants of this rest-house must conform while doing so to the European style of living.

4. All occupants of the rest-house are responsible for damage done during their occupancy to the building, furniture, out-houses or compound, including trees planted or otherwise, and will pay for such damage in accordance with the valuation of the Divisional Forest Officer.

5. As servants are not provided, occupants are required to arrange that the rest-house and compound are kept and left clean.

6. No animals may be tethered inside the rest-house compound and no other animals than horses or ponies may be kept in the stable.

7. Tents may only be pitched within the area set apart for such purpose, which will be pointed out by the chaukidar or forest guard in charge.

8. Occupants must make their own arrangements for supplies, and are permitted to send their men to collect dry firewood in the forests but are responsible for any damage committed by the latter to the forest.

A copy of the above rules is to be exhibited in every rest-house as well as a list of the furniture (form J2).

9. Where crockery, etc., is provided, it will be placed at the service of travellers, by the chowkidars, on demand. In such cases a receipt must be obtained from the chowkidar, before leaving, that nothing has been lost or broken, otherwise travellers will be held responsible for any losses or breakages subsequently reported by the chowkidar.

10. Travellers are particularly requested, before vacating a bungalow, to enter their names, addresses, dates and hours of arrival and departure clearly and fully in the book provided for the purpose.

Section (ii)—Supplies.

337. The rules concerning the supply of stores (other than stationery and other articles for which separate rules have been laid down) for the public services are contained in arts. 2447 to 2469, M. G. O. The returns to be submitted to Government are prescribed in art. 2468, M. G. O.

Purchases of stores in India are regulated by orders contained in G. O. no. 1580/XVIII—53, dated the 24th November, 1921.

338. The rules of the Mathematical Instrument Office, Calcutta, were published under the Survey of India department no. 1061/52-2—5, dated the 8th July, 1907, on pages 1385—1394, Part II, of the *United Provinces Gazette* of 31st August, 1907.

Section (iii)—Medical attendance.

339. All officers of the Government living at the headquarters station of a district and drawing a salary of Rs. 300 and over, whether gazetted or not, are entitled to gratuitous medical attendance at their own residences from Civil Surgeons. Gazetted officers drawing less than Rs. 300 a month are not entitled to the gratuitous personal attendance of the Civil Surgeon.

G. O. no. 893/V
—102, dated the
18th/28th Novem-
ber, 1921.

340. The general rules for medical attendance on Government establishments (see the Medical Manual) are:—

G. O. no. 191/V
560B 2, dated the
26th September,
1902.

1. Menial and other servants of the Government drawing less than Rs. 25 a month shall apply for medical aid at a charitable dispensary at the regular hours for attendance.

2. When too ill to attend as out patients, they will, on due notice being given, be visited in the first instance by the civil assistant surgeon or the hospital assistant in medical charge of the dispensary, and arrangements made, if possible, for their being removed to the hospital as in-patients.

3. Government servants drawing salaries between Rs. 25 and Rs. 75 a month, inclusive, will be attended at their houses by the civil assistant surgeon or the hospital assistant of the charitable dispensary, who will call in the Civil Surgeon in serious cases or in cases of urgency. Government servants drawing over Rs. 75 a month will be attended at their houses by the assistant surgeon if there is one, or, if not, by the hospital assistant.

4. Officials who are able to attend office should consult the medical officers at the hospital or dispensary at the regular morning or evening hours.

5. Except in urgent cases medical officers are not to attend during their regular hospital or dispensary hours.

6. The ordinary fees for visits paid to the families of employes at their houses shall be, in the case of the hospital assistant, one rupee for each visit paid by day between 6 a.m. and 7 p.m., and two rupees for each visit paid between 7 p.m. and 6 a.m.; in the case of the civil assistant surgeon, the ordinary fees shall be Rs. 2 and Rs. 4, respectively, as above; if an annual or seasonal arrangement be made, the ordinary fee shall be 2 per cent. on the employe's salary, to be paid monthly, the maximum fee being Rs. 8 per mensem. Annual or seasonal arrangements cannot, as a rule, be made for shorter periods than either twelve or six months.

7. Annual or seasonal arrangements should be regarded in the light of an insurance against heavy expenditure in the event of sickness during the residence of the family in the station. They should, therefore, be made from the date when family first comes to reside. If no arrangement is made within the first month of residence, it will be presumed that the Government servant prefers to pay by fees per visit; in case of any dispute about fees, reference may be made to the Inspector-General of Civil Hospitals.

8. Medicines for Government servants will be dispensed daily at the charitable dispensary between 7 and 11 a.m. and 4 and 6 p.m. Emergent prescriptions will be dispensed at all hours. In the intervals a compounder or dresser will be in attendance. Medicines will be supplied from the dispensary in accordance with the standing orders.

G. O. no 336/X
—26 of 1914, dated
the 8th February,
1914.

341. The rules regarding the concessions admissible to Government servants proceeding to Kasauli for anti-rabic treatment are stated in art. 159 (h) Appendix 8, C. A. C., and arts. 1330 (no. 62), 1441, 1441A and 1442, M. G. O.

These concessions are admissible to holders of temporary as well as permanent appointments, and in the case of the former the pay or acting allowance which they draw in their temporary or officiating posts, respectively, should be taken as their substantive pay for the purposes of the rules.

342. The death of a European officer or pensioner has to be reported to Government in Mis. form 6B. (see arts. 213 to 215, M. G. O.).

APPENDIX I.

APPENDIX I.

(See art. 12, 13, 16, 17 and 18, *Forest Manual*.)

Rules for the Provincial Service Course at the Forest Research Institute, Dehra Dun.

(Subject to such alterations as may from time to time be ordered.)

SECTION I.

CONSTITUTION.

1. The Institute is under the administrative control of the Inspector-General of Forests, who is assisted by the Board of Forestry.

2. The superior staff of the Institute consists of—

(1) The President.

(2) The Research Staff, viz.,

(i) The Forest Botanist.

(ii) The Silviculturist.

(iii) The Forest Economist.

(iv) The Forest Zoologist.

(v) The Forest Chemist.

(vi) The Assistant to the Forest Economist.

(3) The Instructors and Assistant Instructors to the Provincial Service Class.

3. The President is charged with (1) general administration, including the regulation of the course of study under the arrangements prescribed by the Board of Forestry, subject to the sanction of the Government of India; (2) the supervision of the buildings, quarters and gardens; (3) the control of the accounts and the conduct of correspondence.

THE COURSE.

4. The course of study at the Forest Research Institute is designed primarily to fit selected students for appointment to the Provincial Forest Service, and to afford a higher class education in Forestry to students deputed from Indian States and elsewhere.

SECTION II.

ADMISSION RULES.

5. *Allotment of studentships.*—The maximum number of students to be admitted annually during each succeeding period of three years will be decided by the Board of Forestry at its triennial meetings. Within this number studentships will be assigned to the various provinces by the President who, after satisfying their requirements, may also assign vacancies to British possessions, Indian States, etc. The President is

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empowered to refuse an application for a studentship without assigning any reason.

In January of the year preceding that in which the course will commence the President will enquire of Local Governments and States the number of vacancies they desire and all applications for nominations must be communicated to the President by the 1st April of that year. All nominations will be allotted and communicated to Local Governments and States concerned by the 15th April. Should any nomination not be accepted, the President should be informed by as early a date as possible so as to permit of his transferring the nomination elsewhere.

6. *Qualifications.*—Local Governments may prescribe such educational qualifications as they please for candidates whom they propose to depute to the Provincial Service course, subject to the condition that only those who are in all respects qualified by previous education, more especially in English and Mathematics, thoroughly to follow and profit by the course of instruction should be nominated. It should also be noted that a substantial knowledge of one or more branches of natural science is very desirable.

7. *Physical test.*—It is left to Local Governments to prescribe any physical test they please. Should a student at any time during the course be found to be physically unfit, the President may remove him from the Institute.

8. *Qualifying entrance examination—English*—The test in this subject is left to Local Governments: it might suitably consist of précis writing, dictation and conversation.

Mathematics.—The examination will consist of two papers, one in Arithmetic and Algebra and the other in Geometry and Trigonometry, to each of which three hours will be allowed. The papers will be sent under sealed cover to Local Governments. After the examination has been held on the date fixed answers will be forwarded under sealed cover to the President, Forest Research Institute, direct.

The standard in Mathematics is a practical knowledge of Arithmetic, Algebra, up to and including quadratic equations and simple problems, Mensuration, Geometry (including the first 3 books of Euclid) and elementary Trigonometry including the solution of triangles and the use of logarithms. No candidate who fails to obtain half the full marks in each paper will be considered to have passed.

The examination will be held in the first week of August at Dehra Dun and other centres to suit the convenience of Local Governments, the date fixed being communicated by the President in July. The results of the examination will be communicated by the President early in September.

With the permission of the Local Governments concerned candidates from Indian States and private students will be examined at these centres.

A successful candidate will not without re-examination be eligible for admission to any course save that immediately following the examination at which he has qualified, provided that, for special reasons, this rule may be relaxed under the orders of the Inspector-General of Forests.

There is no restriction to the number of candidates who may be permitted to appear at the examination by Local Governments and Indian

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States to whom nominations have been allotted by the President, Forest Research Institute. Local Government and Indian States to whom nominations have not been allotted are also permitted to send candidates to this examination, but these candidates, even if they qualify, will be admitted to the Institute only provided that a sufficient number of qualified candidates is not available from Provinces and States to whom nominations have been allotted.

Local Governments and Indian States should inform the President by the 1st June in each year of the number of candidates they desire should appear for this examination in order that the requisite number of examination papers should be supplied.

9. *Categories of students.*—There are four categories of students :—

(a) Government probationary students, stipendiary or non-stipendiary.

(b) Students deputed by Indian States and British Colonies, etc.

(c) Students already in Government service.

(d) Private students.

(a) Government probationary students are those nominated by a Local Government as probationers for the Provincial Service.

(c) Students already in Government service may be deputed at the discretion of Local Governments, provided that they pass the examination prescribed in rule 8.

(d) Private students can be admitted only if there are vacancies after the demands of (a), (b) and (c) above have been satisfied. Their chief *raison d'être* is to meet a possible demand on the part of large land-owners who may wish to place their forest areas under professional management.

10. *Submission of applications.*—In the case of *Government probationary students*, applications must be made to the Chief Conservator, or Senior Conservator or Conservator of the Province concerned, or in the manner prescribed by the Local Government; in the case of students from *British Colonies* they should be made in the manner prescribed by the Government of the Colony concerned. In the case of students deputed by an Indian State all applications for studentships must be endorsed by some responsible official, such as an Agent to the Governor General, a Resident, a Political Agent, a Superintendent or a Deputy Commissioner, to ensure that the studentships asked for are based on the actual requirements of that State only. As a rule those who have already been through the rangers' course at the Forest College will not be accepted.

In the case of *private students* applications for nominations must be made to the President direct; they should be supported by the certificates detailed in rule 12 and by the production of evidence to show that the candidate possesses a good general education.

11. *Age.*—Candidates must be between the ages of 18 and 25 on the 1st April in the year in which the course begins.

Local Governments may, for special reasons, relax this rule in the case of candidates of categories (a) and (c) of rule 9, and the Inspector-General of Forests has similar power in respect of candidates of categories (b) and (d).

12. *Certificates.*—With their applications candidates must furnish the following certificates (this does not apply to those already in Government service):—

- (a) A certificate that the candidate is a "Native of India" within the meaning* assigned to those words by section 6 of 33 Vict., Chap. 3.

N.B.—This certificate may be omitted in the case of private students and students deputed by British Colonies.

- (b) A certificate of age.

- (c) A health certificate in the form prescribed by art. 49 of the Civil Service Regulations, 5th edition, signed by a Civil Surgeon and testifying to the candidate's sound constitution, good vision† and hearing, and general physical fitness for a rough outdoor life in the Forest department, and to the fact that he bears on his body marks of successful vaccination or of small-pox.

- (d) A certificate showing that the candidate is of good social standing and good moral character, and is likely to make a good executive Forest Officer.

Certificates (c) and (d) must bear date not earlier than the 1st January of the year previous to that in which the candidate desires admission to the Forest Research Institute: the latter certificate must be signed by a Conservator of Forests of the Imperial Forest Service, District Officer, Political Agent, or a British Government gazetted officer of high standing.

* "Native of India" means any person born and domiciled within the dominions of His Majesty in India, or within the territories of Indian Princes tributary to or in alliance with His Majesty, of parents habitually resident in India and not established here for temporary purposes only (art. 37. Civil Service Regulations, 1915).

† Standard of vision required for the Provincial Forest Service:—

1. If myopia in one or both eyes exists, candidate may be passed provided the ametropia does not exceed 2.5D, and if with correcting glasses, not exceeding 2.5D, the acuteness of vision in one eye equals $\frac{6}{9}$ and in the other $\frac{6}{6}$, there being normal range of accommodation with the glasses.

2. Myopic astigmatism does not disqualify a candidate for service, provided the lens or the combined spherical and cylindrical lenses required to correct the error of refraction do not exceed—2.5D, the acuteness of vision in one eye, when corrected, being equal to $\frac{6}{6}$, and in the other eye $\frac{6}{9}$, together with normal range of accommodation with the correcting glasses, there being no evidence of progressive disease in the choroid or retina.

3. A candidate having total hypermetropia not exceeding 4D is not disqualified, provided the sight in one eye (when under the influence of atropine) equals $\frac{6}{9}$, and in the other eye equals $\frac{6}{6}$ with λ 4D, or any lower power.

4. Hypermetropic astigmatism does not disqualify a candidate for the service, provided the lens or combined lenses required to cover the error of refraction do not exceed 4D, and that the sight of one eye equals $\frac{6}{9}$ and of the other $\frac{6}{6}$ with or without such lens or lenses.

5. A candidate having a defect of vision arising from nebula of the cornea is disqualified if the sight of one eye be less than $\frac{6}{12}$. In such a case the better eye must be emmetropic. Defect of vision arising from pathological or other changes in the deeper structures of either eye, which are not referred to in the above rules, may exclude a candidate for admission into the service.

6. Squint, or any morbid condition, subject to the risk of aggravation or recurrence, in either eye, may cause the rejection of a candidate. The existence of imperfection of colour sense will be noted on the candidate's papers.

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Inspector-General of Forests may, should he consider it desirable, relax any of the conditions imposed under the foregoing portions of this rule.

In the case of candidates included in categories (b) and (d), rule 9, the above certificates should be forwarded to the President when the names of candidates are communicated to him.

13. *Preliminary training.*—It is left to the discretion of Local Governments, etc., to test the suitability of their candidates for a forest career by a period of practical training in the forests before they enter the Institute, special attention being paid to physical fitness.

During such training candidates will receive such consolidated allowance as may be ordered by the Local Governments, etc.

14. *Stipends.*—

(1) *Government probationary students.*—It is left to Local Governments to award stipends in such manner as they please, provided that the total for the 24 months' course does not exceed 2,400 rupees, i.e., does not exceed an average rate of Rs. 100 per mensem. In the event of a stipend being awarded it will ordinarily consist of—

(a) a sum not exceeding Rs. 100 per mensem for the duration of the course or portion thereof;

(b) in lieu of the above, a lump sum to be paid on a candidate successfully obtaining such certificate as may have been agreed upon;

(c) partly the one, partly the other of the above.

(2) *Students already in Government service.*—Such officers will, while at the Institute, draw the pay and the travelling allowances of their grade in the service, or a stipend not exceeding Rs. 100 per mensem in place thereof, as the Local Government may decide.

It must be clearly understood that there is no guarantee that a stipend will cover the whole cost of living, etc., at the Institute.

SECTION III.

STUDIES.

15. *Subjects.*—The subjects taught during the Provincial Service course are the following :—

(1) Forestry, including Silviculture, Utilization and Forest Working plans, both theoretical and practical, and Forest Mensuration.

(2) Physical Science, including Chemistry, Physics and Geology.

(3) Botany, both theoretical and practical, including the collection and preservation of plants.

(4) Zoology, including the classification of animals, the study of useful and dangerous species, especially of insects, and the collection and preservation of specimens.

(5) Drawing and Surveying.

(6) Forest Engineering and Estimating, theoretical and practical.

(7) Forest Law, the elements of Criminal Law and departmental organization.

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16. *Terms.*—The terms of study are approximately as follows :—

1st year.

Preliminary term—April 10th to June 30th, in camp or at Dehra Dun.
 Rains term—July 1st to October 31st, in Dehra Dun.
 Winter term—November 1st to December 22nd, in camp.
 Vacation—December 23rd to January 2nd.
 Spring term—January 3rd to March 31st, in camp.

2nd year.

Hill tour term—April 1st to May 31st.
 Vacation—June 1st to June 30th.
 Rains term—July 1st to October 31st, in Dehra Dun.
 Winter term—November 1st to December 22nd, in camp.
 Vacation—December 23rd to January 2nd.
 Spring term—January 3rd to February 28th, in camp.
 Examination—March 1st to March 31st.

Examinations.—The examinations are—

- (1) Periodical, to test progress and application.
- (2) Final.

The *Periodical Examinations* are held from time to time, as the President may order.

The *Final Examinations* are held in March of the second year.

Marks.—The following will be the scale of marks in the various subjects :—

	Marks.
FORESTRY—	
<i>Silviculture</i> —	
Periodical	330
Finals—	
Written	110
Oral	110
	550
<i>Utilization</i> —	
Periodical	150
Finals—	
Written	50
Oral	50
Economic Products Collection	50
	300
<i>Working Plans</i> —	
Periodical	210
Finals—	
Written	70
Oral	70
	350
Total Forestry	1,200

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					Marks.
AUXILIARY SUBJECTS—					
<i>Surveying and Drawing—</i>					
Periodical	270
Finals—					
Written	70
Oral and Practical	110
					<hr/> 450
<i>Engineering—</i>					
Periodical	300
Finals—					
Written	100
Oral	100
					<hr/> 500
<i>Botany—</i>					
Periodical	240
Finals—					
Written	80
Oral and Practical	80
Botanical collection	50
					<hr/> 450
<i>Law—</i>					
Periodical	150
Finals—					
Written	50
Oral	50
					<hr/> 250
<i>Physical Science—</i>					
<i>(a) Chemistry and Physics—</i>					
Periodical	170
Finals—					
Written	55
Oral	55
					<hr/> 280
<i>(b) Geology—</i>					
Periodical	180
Finals—					
Written	60
Oral	60
					<hr/> 300
<i>Zoology—</i>					
Periodical	160
Finals—					
Written	55
Oral	55
Zoological collection	50
					<hr/> 320
Conduct, discipline and physical training				...	250
GRAND TOTAL					<hr/> 4,000

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18. *Certificates.*—There are two certificates granted at the Institute after completion of the two years' training :—

(i) *Honours.*—A minimum of 70 per cent. of the marks given in each of the major subjects and 80 per cent. of the total number of marks.

(iii) *Pass.*—A minimum of 60 per cent. of the marks given in each of the major subjects and 60 per cent. of the total number of marks.

The major subjects are Forestry, Botany, Surveying and Engineering.

The President has authority to exercise his discretion as regards the issue of pass certificates in doubtful cases, provided that this discretionary power shall not be exercised with reference to students who have failed to obtain the prescribed minimum in Forestry or in more than one of the three other major subjects or in the total number of marks.

These certificates will qualify a student for direct appointment to the Provincial Service, after such period of probationary service as may be prescribed by the Local Government.

It is at the discretion of the President to grant a ranger's certificate, which may be considered as equivalent to the higher certificate prescribed for the rangers' course at any Forest College, to Provincial Service students who complete the prescribed course, but fail to obtain a pass certificate.

19. *Prizes.*—A gold medal will be awarded annually to the student who obtains the highest aggregate of marks, provided he has secured an Honours certificate, and silver medals will be awarded to the students who obtain the highest marks in (i) Forestry, (ii) Botany, (iii) Surveying, (iv) Engineering, respectively.

All medals and prizes, whether given by the Government or by other donors, will be awarded by the President, who is at liberty to exercise his discretion in withholding any medal or other prize offered for competition should the attainments of the students in his opinion not justify any award.

20. *Failure to obtain a certificate.*—Should any student be unable to appear at the Final Examinations, he will not be permitted to attend any subsequent Final Examination unless allowed by the President to follow the second year's course over again.

The Inspector-General of Forests may relax this rule should he deem it necessary to do so.

SECTION IV.

GENERAL RULES.

21. *Ability to meet expenses.*—Prior to the admission of private or Government probationary student who has not been granted a stipend, or who is in receipt of a stipend insufficient to meet the expenses, the parents or guardians concerned must satisfy the President that they are willing and able to defray the whole or the balance of all such expenses.

22. The Durbars of Indian States deputing students to Dehra Dun shall, prior to the admission of their nominees into the College, deposit with the President the sum of Rs. 2,400 for each student to meet expenses (exclusive of travelling) for two years.

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23. *Caution money.*—All students, except those already in Government service, shall, on their arrival at Dehra Dun, deposit in the post office, pledged to the President the sum of Rs. 100 as caution money and security for good behaviour and conduct, and for due observance of the rules.

24. *Employment of private students.*—The President will maintain a register of the names of private students who succeed in obtaining certificates and who desire to obtain Forest appointments, and will circulate annually a list of such passed students to Durbars of Indian States (through the Political Officers concerned) and to Conservators and other persons likely to be in need of the service of trained Forest officials: he will, if possible, note in the list the minimum pay each student is prepared to accept and in what parts of India he is prepared to serve. In forwarding applications for service the President will enclose a statement as he may be in a position to supply.

No private student has any claim to an appointment in Government service.

25. *Marriage of students.*—No student of European or Eurasian extraction, not already in the permanent employment of Government or of an Indian State, shall be admitted to the Provincial Service course if he is married; nor shall any such student, whether in the permanent employment of Government or of an Indian State or not, marry before he has finally quitted the Institute. A breach of this rule will render the student liable to dismissal.

26. *Cost of equipment.*—Books and camp outfit must all be paid for in cash. All necessary articles must be obtained from the Institute contractors or as the President may direct. It is estimated that an initial expenditure of Rs. 150 in the case of Indians and Rs. 200 in the case of Europeans and other students will be required, and students are expected to bring this sum with them to Dehra in addition to the caution money prescribed in rule 23.

The President may authorise an advance not exceeding Rs. 100 to any student towards the cost of his equipment. The advance will be recovered in not more than six monthly instalments and the caution money deposited under rule 23 will be security for it. This advance will, however, be made in exceptional cases only.

27. *Travelling allowance of Government probationary students.*—Such students will be granted actual expenses on tour as passed by the President, including single second class fare by rail or steamer for the student, fare of one servant and freight of a bicycle, where necessary.

28. Canceled.

29. *Quarters.*—The President will allot quarters to the students on their arrival in Dehra Dun. The quarters are tenable during the whole period of the students' course, and the rent is Rs. 5 monthly or Rs. 60 per annum for each student.

All students must abide by such orders as the President, or other such officer authorised by him, may issue from time to time for the purpose of enforcing discipline and ensuring cleanliness and sanitation.

The dining room in the mess-house is reserved for students messing in European style; such students will not be allowed to take their meals in their own quarters without special permission.

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No dogs are allowed in quarters, nor may dogs, horses or firearms be brought inside the Institute grounds or taken on tour.

Breakages of furniture, etc., in the Institute buildings must be paid for by the students, who are also responsible for the acts of their servants.

30. *Dress*.—All students attending the Provincial Service course are expected to dress in European fashion.

31. *Camp equipment*.—As camp equipment each student requires :—

(1) A small tent, not larger than 10 feet by 8 feet.

(2) A camp bed.

(3) A small camp table.

(4) A camp chair or "morah."

These articles can generally be obtained at low price on application to the President, provided two months' notice is given.

32. *Books and instruments*.—The books and instruments required by each student will be fixed by the President from time to time. Save with the previous permission of the President, these articles must be purchased from the Research Institute on cash payment.

33. *Leave*.—During the course of instruction no student may leave Dehra Dun without the written order of the President. Nor may students while in camp leave the camp headquarters without the written order of the officer in charge.

34. *Holidays*.—During the rains term Saturday will usually be observed as a holiday or devoted to excursion. In camp it will ordinarily be a half holiday. Such of the usual gazetted holidays as are allowed will be notified as such from time to time.

35. *Removal for incapacity or other reasons*.—It is left to the discretion of the President to remove any student for incapacity or lack of due diligence or application or who, for any other cause, appears unlikely to secure qualifying marks at the end of the course.

36. *Indebtedness*.—Students are not permitted to incur debt. Complaints under this head will be investigated by the President, and, if proved to be well-founded, will render the offenders liable to punishment.

37. *Punishment*.—The following punishments may be inflicted by the President and at his discretion may be endorsed on the offender's final certificates :—

Censure, deduction of conduct marks, removal or dismissal.

If any student other than a private student is dismissed, the President will telegraph to the authority who deputed him to the Institute, asking for orders for communication to the student concerned. In the case of a private student intimation of dismissal will be sent to the parent or guardian concerned.

38. *Periodic reports*.—Quarterly reports on the work and conduct of each student, accompanied by marks obtained by the student at examinations held during the past quarter, will be issued by the President. In the case of students other than private students these reports will be sent to the authorities who deputed them to the Institute. In the case of private students they will be sent to the parent or guardian concerned.

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39. *Library and Museums.*—The Institute library, museums and herbaria are available for the use of students under such rules as the President may make from time to time.

40. *Arboretum.*—The grounds of the official residence of the President, which contain a large variety of correctly named plants, are open to students for purposes of study with the permission of the President. No specimens may be removed without his sanction.

41. *Drill.*—All students who are not members of the Indian Defence Force will undergo a course of drill or physical training.

Copy of an extract from paragraph 2 of the Government of India, Department of revenue and Agriculture (Forests), Circular no. 1698-F., dated the 21st November, 1921.

SUBJECT.

Fees to be charged for the training of Provincial Service and ranger students at the Forest Research Institute and College.

With effect from the 1st April, 1922, however, each Local Government or Administration will be charged on this account Rs. 1,750 per annum for each Provincial Forest Service student and Rs. 1,500 per annum for each ranger student, the recoveries being made in advance half-yearly on the 1st April and the 1st October in each year. Fees at the same rates will be recovered from Indian States for the training of students deputed by them and also from private students, and will be payable in advance on the dates mentioned.

Rules for the Ranger Course at the Forest College, Dehra Dun.

(Subject to such alterations as may from time to time be ordered.)

SECTION I.

CONSTITUTION.

1. The College is under the administrative control of the Inspector General of Forests.
2. The superior staff of the College consists of—
 - (1) The President;
 - (2) The Instructors and Assistant Instructors.
3. The President is charged with (1) general administration, including the regulation of the course of study under the arrangements prescribed, subject to the sanction of the Government of India; (2) the supervision of the buildings, quarters and gardens; (3) the control of the accounts and the conduct of correspondence.

THE COURSE.

4. The *rangers' course* is designed primarily with the object of supplying men qualified to fill the posts of rangers and deputy rangers in the Subordinate Service, and in Indian States, Colonies, Foreign countries and private employment.

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SECTION II.

(A) ADMISSION RULES.

5. *Allotment of studentships.*—The total number of students of each category who can be admitted into the College each year will be limited to such number as the President, subject to the orders of the Inspector-General of Forests and the Government of India, may decide, from time to time, can be educated at the College. The number of studentships to be allotted each year to the respective provinces will, with due regard to the total prescribed, be decided by the President, after consultation with the various administrations as to their requirements, and will be communicated to them not later than the 15th August.

6. In allotting nominations to Local Governments, Colonies or Indian States, the President will allow a margin for possible casualties between the dates of nomination and of actually entering the College. And when a Local Government, Colony or Indian State cannot for any reason utilize the full number of studentships allotted, it should immediately inform the President so that the vacancies may be filled up with other candidates in time to permit of the prescribed preliminary training being undergone.

7. *Categories of students and candidates.*—There are four categories of students:—

- (1) *Private students;*
- (2) *Government probationary students, stipendiary or non-stipendiary;*
- (3) *Students deputed by Indian States, British Colonies, etc.*
- (4) *Students already in Government service.*

Private students comprise all those students who are without appointments in any Forest Service who have not entered into an agreement to serve any Government or Administration, and whose object it is, by becoming possessors of the Forest College certificates, to obtain employment either in the Forest Service of the Government of India or in that of an Indian State or of some other owner of forest property.

Government probationary students comprise those who have been selected by any Government for an appointment in its Forest Service.

According to the class of studentship applied for, candidates are classified under the four categories defined above.

I. RULES FOR CANDIDATES IN CATEGORIES (1), (2) AND (3).

8. *Age.*—Candidates must not be less than 18 or more than 25 years of age on the 1st April of the year in which they desire admission to the College.

9. *Submission of applications.*—In the case of candidates of categories (1) and (2) applications must be sent to a Conservator of Forests,* either direct or through a Divisional Forest Officer of rank not below that of a Deputy Conservator, or through a Collector or officer in charge of a district. None of the above-mentioned officers need belong to the Forest Circle or Province in which the candidate seeks employment.

* Conservator of Forests, Bengal at Darjeeling.
Conservator of Forests, Assam—
 Eastern circle, at Shillong.
 Western circle, at Shillong.
Conservators of Forests, United Provinces of Agra and Oudh—
 Eastern circle at Naini Tal.
 Western circle, at Naini Tal.
 Rumman circle, at Naini Tal.
 Utilization circle, Bareilly.
Conservators of Forests, Punjab—
 Eastern circle, at Lahore.
 Western circle, at Lahore.

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In the case of candidates of category (3) applications must be sent to, and in the manner prescribed by, the Governor of the Colony: in the case of students deputed by an Indian State all applications for studentship must be endorsed by some responsible official such as an Agent to the Governor General, a Resident, a Political Agent, a Superintendent or a Deputy Commissioner, to ensure that the studentships asked for are based on the actual requirements of that State only.

10. *Certificates*.—All applications must be accompanied by the following certificates:—

- (a) A certificate that the candidate is a "Native of India" within the meaning* assigned to those words by section 6 of 33 Vict., Chap. 3.
- (b) A certificate of age.
- (c) A health certificate in the form prescribed by art. 49 of the Civil Service Regulations, 5th edition, signed by a Civil Surgeon, or such other qualified medical officer as may be approved by the President, and testifying to the candidate's sound constitution, good vision and hearing and general physical fitness for a rough outdoor life in the Forest department, and to the fact that he bears on his body marks of successful vaccination or of small-pox.
- (d) A certificate of respectability and good moral character from two or more persons whose social official position can be accepted as a guarantee of reliability.

The certificates (c) and (d) must bear date not further back than the 1st April of the year previous to that in which the candidate desires admission to the College.

If any person giving certificates as above under (c) and (d) is in a position to mention anything more to the credit of the candidate than the certificates actually called for, he may do so.

- (e) A certificate of having passed one of the following examinations, viz.:—

The B.A., F.A., BSc., or Licentiate of Agriculture.

The matriculation, where no school final examination or school-leaving certificate exists.

The school final examination provided the candidate can show that he has qualified in English and Mathematics up to the matriculation standard or, for European candidates, a certificate of having passed the High School Examination with a similar proviso.

The school-leaving certificate as prescribed in the United Provinces, Central Provinces and Bombay.

- (f) A certificate that each candidate has a sufficient knowledge of colloquial English to assimilate lectures delivered in that language without the aid of dictation.

The President is authorised to admit candidates, as an exceptional measure, who for some valid reason (such as being the subject of an Indian State or foreign country) have had no opportunity of securing

* "Native of India" means any person born and domiciled within the dominions of His Majesty in India, or within the territories of Indian Princes tributary to or in alliance with His Majesty, of parents habitually resident in India, and not established there for temporary purpose only (art. 37, Civil Service Regulations).

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any of the certificates mentioned above, provided that in his opinion the candidates possess the educational qualifications necessary to profit by the College course.

The Inspector-General of Forests may, should he consider it desirable, relax any of the conditions imposed under rules 8, 9 and 10.

11. Upon the receipt by the Conservator of any application in respect to which the preceding conditions shall have been observed, that officer may reject the application without assigning any reason for so doing; but if he accepts it and the applicant is a candidate for Government service, he should be seen by a Conservator of a Forest Circle, when this can be conveniently arranged, or by some officer of the Imperial Forest Service, who should record his personal opinion in regard to the suitability of the candidate.

12. Those candidates who have been approved will, with the permission of the Local Government in the case of Government probationary students, and under the Conservator's recommendation in the case of private students, and that of the Durbars in the case of candidates from Indian States, be eligible for nomination to the College and their certificates as detailed in rule 10 above should be sent to the President not later than the 1st August in each year.

13. *Preliminary training.*—All candidates not already in the service of Government who have been accepted by the President for admission to the College will be required to undergo, before joining the College, a course of practical training in the forests of the Province from which they come lasting at least $3\frac{1}{2}$ months. Such candidates will not be allowed to join the College unless they can produce a certificate signed by the Divisional Officer under whom they have served, and countersigned by the Conservator of the Circle, or in the case of Indian States by the Durbar, that they have undergone the course of practical training in a satisfactory manner and are likely to become useful Forest Officers. The President may exempt a candidate from the whole or a portion of the practical course above prescribed, after satisfying himself that the omission to complete the minimum prescribed term was due to no fault of the candidate, and that the Conservator under whom the candidate had undergone part of this period of training has certified that he has given promise of making an efficient Forest Officer.

14. *Stipends or scholarships.*—It is left to Local Governments to award stipends or scholarships in such manner as they please, provided that the total for the 24 months' course does not exceed 1,200 rupees, i.e., does not exceed an average rate of Rs. 50 per mensem. In the event of scholarships being awarded, the general method of assigning such will be—

- (a) a stipend not exceeding Rs. 50 per mensem for the duration of the course or a portion thereof;
- (b) in lieu of the above, a lump sum to be paid on a candidate successfully obtaining such certificate as may have been agreed upon;
- (c) partly the one, partly the other of the above.

15. *Allowances.*—Government probationary students, while under training in the forests of the provinces from which their names have been

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sent up, will receive travelling allowance at the rate of Rs. 25 per mensem to enable them to defray their travelling expenses during the course of practical training referred to in rule 13 above. This allowance will be met from the budget grants of the local Forest departments, and will be paid only under the countersignature of the Conservator of the circle concerned.

II. RULES FOR CANDIDATES IN CATEGORY (4).

16. Candidates in *Government service* who may be deputed to the Forest College will be ordinarily—

- (a) Forest rangers who have not previously obtained the Higher Standard certificate of the College and who desire to qualify themselves for further promotion in their own or to a higher class.

Such officers may be deputed by Local Governments, provided that they are certified by the Conservator under whom they are serving to possess a knowledge of English and general education and ability sufficient to enable them to profit by the course. They must not be above 30 years of age on entering the College, and need not go through the practical training referred to in rule 13. While at the College they will draw the pay of their grade and the travelling allowances to which they may be entitled under the Civil Service Regulations.

- (b) Other members of the Subordinate Forest Service (deputy rangers, foresters and other subordinate officials) similarly desirous of qualifying for promotion, who may be deputed by Local Governments provided that—

- (i) they have been in that service for not less than 2 years;

- (ii) they are under 25 years of age on entering the College;

NOTE.—The Inspector-General of Forests is empowered to relax rules (i) and (ii).

- (iii) there is accommodation at the College, and that the President is satisfied that the candidate possesses the necessary qualifications.

Such officers will, while at the College, draw the pay and travelling allowances of their grade in the service, or a stipend not exceeding Rs. 50 per mensem in place thereof as the Local Government may decide. They will not be required to undergo the practical training.

- (c) Indian non-commissioned officers of His Majesty's Army.*

B. STUDIES.

17. *Subjects.*—The subjects taught during the *rangers' course* are the following :—

- (1) Forestry, including Silviculture, Utilization and the rudiments of Forest Working Plans, both theoretical and practical.
- (2) Mathematics—Arithmetic, Elementary Algebra and Mensuration, in their application to forest questions.
- (3) Physical Science, including Chemistry, Physics, Physiography, the elements of Geology and the Composition and Properties of Soils.
- (4) Botany, both theoretical and practical, including the collection and preservation of plants.

* See Appendix for rules regarding Native non-commissioned officers of His Majesty's Army.

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- (5) Drawing and Surveying, as required for Forest Officers.
 - (6) Forest Engineering and Estimating, theoretical and practical.
 - (7) Forest Law, the elements of Criminal Law, and Departmental Organization.
 - (8) Forest Accounts and Procedure.
18. *Terms.*—The terms of study are approximately as follows :—

1st year.

Preliminary term—April 10th to June 30th, in camp or at Dehra Dun.
 Rains term—July 1st to October 31st, in Dehra Dun.
 Winter term—November 1st to December 22nd, in camp.
 Vacation—December 23rd to January 2nd.
 Spring term—January 3rd to March 31st, in camp.

2nd year.

Vacation—April 1st to April 30th.
 Hill tour term—May 1st to June 30.
 Rains term—July 1st to October 31st in Dehra Dun.
 Winter term—November 1st to December 22nd, in camp.
 Vacation—December 23rd to January, 2nd.
 Spring term—January 3rd to February 15th, in camp.
 Examination, including Survey test—February 16th to 1st week of April.

19. *Examinations.*—The College Examinations are—

- (1) Periodical, to test progress and application.
- (2) Final.

The *Periodical Examinations* are held from time to time, as the President may order.

The *Final Examinations* are held in March of the second year.

Marks.—The following is the scale of marks allotted to the several subjects :—

	Marks.
FORESTRY—	
<i>Silviculture</i> —	
Periodical	325
<i>Finals</i> —	
Written	162
Oral	163
	<hr/> 650
<i>Utilization</i> —	
Periodical	150
<i>Finals</i> —	
Written	75
Oral	75
Economic Products Collection	50
	<hr/> 350
Total Forestry	<hr/> 1,000

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				Marks.
SURVEYING AND DRAWING—				
Periodical	175
Finals—				
Final Survey Plate	50
Written	87
Oral	88
				400
ENGINEERING—				
Periodical	200
Finals—				
Written	100
Oral	100
				400
BOTANY—				
Periodical	175
Finals—				
Botanical Collection	50
Written	87
Practical and Oral	88
				400
MATHEMATICS—				
Periodical	100
Finals	100
				200
LAW—				
Periodical	100
Finals—				
Written	50
Oral	50
				200
PHYSICAL SCIENCE—				
Periodical	150
Finals—				
Written	75
Oral	75
				300
ACCOUNTS—				
Periodical	75
Finals—				
Written	37
Oral	38
				150
Conduct, Discipline and Application	300
GRAND TOTAL				3,350

* Of the total marks allotted for the oral examination 25 will at present be given for a knowledge of forest characters which will be tested in the forest. The remainder of the oral examination will be held at Dehra Dun and students must bring with them a copy of Kanjilal's Flora, pocket lens and a good knife or razor.

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20. *Certificates*.—There are three certificates granted at the College after the completion of two years' training :—

- (i) *Honours*.—Fifty per cent. of marks given for each subject and 75 per cent. of the total number of marks.
- (ii) *Higher Standard*.—Pass marks in major subjects and 60 per cent. of the total number of marks.
- (iii) *Lower Standard*.—Pass marks in major subjects and 45 per cent. of the total number of marks.

The major subjects are Forestry, Botany, Surveying and Engineering. Pass marks are (a) for the Higher Standard certificate, 50 per cent. of the marks given in each major subject, and (b) for the Lower Standard certificate, 50 per cent. of the marks given in Forestry and 40 per cent. in each of the other major subjects.

The President has authority to exercise his discretion as regards the issue of certificates in doubtful cases.

21. *Prizes*.—A gold medal will be awarded annually to the student who obtains the highest aggregate of marks, provided he has secured an Honours certificate, and silver medals will be awarded to the students who obtain the highest marks in (i) Forestry, (ii) Botany, and (iii) Engineering, respectively.

SECTION III.

GENERAL RULES.

22. *Ability to meet training expenses*.—Prior to the admission of a private or Government probationary student in receipt of a stipend of less amount than indicated in rule 14, his parents or guardians must satisfy the President that they are willing and able to defray the training expenses of the students.

23. The Durbars of Indian States deputing students to Dehra Dun, prior to the admission of their nominees into the College, deposit with the President the sum of Rs. 1,200 for each Indian student and Rs. 1,440 for each European student to meet expenses for 2 years as estimated in rule 31.

24. *Caution money*.—All students of whatever category, except those in Government service, will, on their arrival at Dehra Dun, deposit in the post office, pledged to the President, the sum of Rs. 100 as caution money and security for good behaviour and conduct, and for due observance of the rules.

25. *Employment of private students*.—The President will maintain a register of the names of private students who succeed in obtaining certificates and who desire to obtain Forest appointments, and will circulate annually a list of such passed students to Durbars of Indian States (through the Political Officers concerned) and to Conservators and other persons likely to be in need of the services of trained Forest officials; he will, if possible, note in the list the minimum pay each student is prepared to accept and in what parts of India he is prepared to serve. In

APPENDIX I.

forwarding applications for service the President will enclose a statement of College certificates obtained and will furnish such other useful information as he may be in a position to supply.

No private student has any claim to an appointment in Government service.

26. *Marriage of students.*—No student of European or Eurasian extraction, not already in the permanent employment of Government or of an Indian State, shall be admitted into the Forest College if he is married; nor shall any such student, whether in the permanent employment of Government or of an Indian State or not, marry before he has finally quitted the College. A breach of this rule will render the student liable to dismissal.

27. *Prizes.*—All medals and prizes, whether given by Government or other donors, will be awarded by the President who is at liberty to exercise his discretion in withholding any medal or other prize offered for competition should the attainments of the students in his opinion not justify any award.

NOTE.—No student who has been awarded a special prize for any subject will be awarded a medal for the same subject.

28. *Failure to obtain a certificate.*—Should any student be unable to appear at the Final Examinations, or having appeared fail to obtain a certificate, he will not be permitted to appear at any subsequent Final Examination unless he be permitted by the President to follow a second time the whole course of instruction at the College or, at the discretion of the President, the second year's course.

Should he have obtained a certificate, he will not be permitted again to follow the course or present himself for examination with a view to obtaining a higher certificate.

The Inspector-General of Forests may relax this rule should he deem it necessary to do so.

29. *Cost of equipment.*—Uniform, books and camp outfit must all be paid for in cash. All necessary articles must be obtained from the College contractors or as the President may direct. It is estimated that an initial expenditure of Rs. 150 in the case of Indian and Rs. 200 in the case of European and other students will be required, and students are expected to bring this sum with them to Dehra in addition to the caution money prescribed in rule 24.

The President may authorize an advance not exceeding Rs. 100 to any student towards the cost of his equipment. The advance will be recovered in not more than six monthly instalments and the caution money deposited under rule 24 will be security for it. This advance will, however, be made in exceptional cases only.

30. *Travelling allowance of Government probationary students.*—Such students will not ordinarily be entitled to travelling allowance, being expected to defray their expenses when on tour; but it is left to Local Governments to sanction the payment of actual expenses for journeys by rail or steamer.

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31. *Estimated expenses of training at the Forest College.*—The minimum cost of training is estimated as follows :—

	Indian students	European students.
Subsistence money	35	40
Uniform, books and camp outfit	10	12
Travelling expenses (exclusive of journeys by rail or steamer)	5	8
TOTAL PER MENSRM	50	60
Or for the whole course of 24 months	1,200	1,440

32. *Stipends.*—It must be clearly understood that there is no guarantee that a stipend will cover the whole cost of living, etc., at the College. It is rather in the nature of a scholarship to assist the student during his training.

33. *Quarters.*—The President may allot to students, on their arrival in Dehra, such quarters as may be available in the College buildings. The quarters are tenable during the whole period of the students' course and the rent is Rs. 2-8-0 monthly for each student, or Rs. 5 for each room, or as may be fixed by the President.

All students are expected to abide by such orders as the President or other officer authorized by him may issue from time to time for the purpose of insuring cleanliness and sanitation.

No student is allowed to be absent from his quarters after 10 P.M. without the permission in writing of the President or other officer authorized by him, and any student found absent after that hour will be liable to punishment, which may amount to dismissal.

For students living in the College buildings separate cook-rooms are provided for the various religions and castes, and these rooms will be allotted from time to time by the President. Christian students must use the dining hall for meals, and, without special permission, will not be allowed to take their meals in their own quarters.

No dogs are allowed in quarters, nor may dogs, horses or firearms be brought inside the College grounds or taken on tour without the permission of the President.

Breakages of furniture, etc., in the College buildings must be paid for by the students, who are responsible for the acts of their servants.

Such subsidiary regulations as may be necessary will be made by the President from time to time and posted on the Notice Boards.

34. *Uniforms.*—All students must wear the College uniform, which consists of a suit of khaki drill or serge with white metal buttons, a grey turban of prescribed pattern, and brown or black leather boots, unless they are volunteers.

Uniform must always be worn inside the College building, and in the grounds up to 3-30 P.M.

APPENDIX I.

35. *Uniform and camp equipment.*—The volunteer uniform must be obtained through the corps staff, that of other students from the uniform contractor or through such other agency as the President may direct. As camp equipment each student requires—

- (1) a small tent, not larger than 10 feet by 9 feet;
- (2) a camp bed;
- (3) a small camp table;
- (4) a camp chair or "morah."

These articles can generally be obtained at a low price on application to the President, provided he receives two months' notice.

36. *Books and instruments.*—The books and instruments required by each student will be indicated by the President from time to time. The articles must be purchased from the College if in stock, except with the special permission of the President. No article will, however, be issued from stock except (a) on the order of the President or (b) on cash payment.

Copies of the Forest Acts and Forest Code, as also surveying instruments, are issued on loan, if available, and students using them will be responsible for their safe custody and return.

37. *Leave.*—During the course of instruction no student may leave Dehra without the written order of the President. Nor may students while in camp leave the camp headquarters without the written order of the officer in charge. Subsidiary rules regarding leave will be made by the President from time to time.

38. *Holidays.*—During the rains term Saturday will usually be observed as a holiday or devoted to excursions. In camp it will ordinarily be a half holiday. Such of the usual gazetted holidays as are allowed will be notified as such from time to time.

39. *Removal for incapacity or other reasons.*—It is left to the discretion of the President to remove any student for incapacity or lack of due diligence or application or who, for any other cause, appears unlikely to secure qualifying marks at the end of the course.

40. *Indebtedness.*—Students are not permitted to incur debt. Any complaint under this head will be investigated by the President and, if proved to be well-founded, the student will be liable to severe punishment.

41. *Punishment.*—The following punishments may be inflicted by the President and at his discretion may be endorsed on the offender's final certificate.

Censure, deduction of conduct marks, removal or dismissal.

If any student other than a private student is dismissed, the President will telegraph to the authority who deputed him to the College asking for orders for communication to the students concerned. In the case of a private student intimation of dismissal will be sent to the parent or guardian concerned.

42. *Periodic reports.*—Quarterly reports on the work and conduct of each student, accompanied by the marks obtained by the student at

APPENDIX I.

examinations held during the past quarter, will be issued by the President. In the case of students other than private students these reports will be sent to the authorities who deputed them to the College. In the case of private students they will be sent to the parent or guardian concerned.

43. *Library and Museums.*—The library, museums and herbaria are available for the use of students under such rules as the President may make from time to time.

44. *Arboretum.*—The grounds of official residence of the President, which contain a large variety of correctly named plants, are open to students for purposes of study with the permission of the President. No specimens may be removed without his sanction.

45. *Athletic sports and games.*—The gymnasium and one or more of the tennis courts will generally be available during recreation hours for the use of students under such rules as may be laid down by the President. Cricket, hockey and football may be played on the old parade ground. Students are recommended to join the College Athletic Club, the subscriptions to which will be fixed under orders of the President, who is also President of the Club.

APPENDIX I-A.

APPENDIX I-A.

(Sec Art. 13, Forest Manual.)

For Provincial Forest Service.

Articles of Agreement made and entered into this the _____ day of _____ 19____ between _____ of the _____ first part and _____ of _____ son of the said _____ of the second part and the Secretary of State for India in Council hereinafter referred to as the Secretary of State of the third part. Whereby each of the parties hereto so far as the covenants and conditions on his own part are to be observed and performed covenants with the other of them as follows :—

G. O. no. 80/
XIV-154, dated
the 6th February,
1918.

1. The said _____ hereby of his own free will and consent and with the approbation and consent of the said _____ testified by the execution by him of these present agree with the Secretary of State his successors in office and assigns that he the said _____

_____ shall well and faithfully pursue his studies at the Imperial Forest Research Institute Dehra Dun and qualify for the forest service of the Government of British India or of any Local Government by obtaining at least the pass certificate of the Institute.

2. The said _____ shall after completing his studies at the said Institute and if so required to do serve the Secretary of State his successors in office and assigns in the Forest department of the Government of British India or of any Local Government for a period of not less than five years any portion of which may be on probation at the discretion of the Local Government and shall during the whole of such period diligently and efficiently do all acts and discharge all duties which may be required to be done by him in his capacity as an officer of the said department.

3. The Secretary of State his successors in office and assigns hereby engages to educate the said _____ at the Dehra Dun Institute in all matters relating to the forest service forest works and forest administration that it may be deemed necessary by the President of the said Institute to teach the said _____.

4. After completing the course at the said Institute the Secretary of State shall pay the said _____ while the said _____ shall faithfully and diligently serve as an officer of the said Forest department at and after the rate of not less than Rs. 250 (two hundred and fifty) per month provided that the said _____ shall obtain at least the pass certificate and the said _____ shall be entitled to all the rights and privileges in respect of pay pension and promotion accorded to the officers of the said department for the time being by the rules and regulations of the department.

APPENDIX 1-A.

5. No probationer of European or Eurasian extraction is permitted to marry until the completion of his probationary service in the department that is to say until he has been definitely confirmed in his appointment. Any breach of this rule will render him liable to instant removal from the department.

6. Lastly it is hereby agreed and declared that the Secretary of State his successors in office and assigns shall be at liberty to rescind this agreement on account of unsatisfactory work, negligence, failure to attend to duty, idleness or any insubordination or misconduct on the part of the said _____ of which the Conservator of the circle in which he is serving shall be the sole judge, and to dismiss him from the said Institute or the service of the said department and the said _____ shall not be entitled to any of the privileges hereby granted to him.

In witness whereof the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

APPENDIX I-C.

APPENDIX I-B.

(See art. 18, *Forest Manual*.)

For Rangers.

Articles of Agreement made and entered into this the day _____ of _____ G. O. no. 80/
_____ 19 _____ between _____ XIV-154, dated
of the first part and _____ of _____ the 6th February,
son of the said _____ of the second part and the 1918.
Secretary of State for India in Council hereinafter referred to as the
Secretary of State of the third part. Whereby each of the parties hereto
so far as the covenants and conditions on his own part are to be observed
and performed covenants with the other of them as follows :

1. The said _____ hereby of his own free will
and consent and with the approbation and consent of the said _____
_____ testified by the execution by him of these presents
agrees with Secretary of State his successors in office and assigns that he
the said _____ shall well and faithfully pursue his
studies at the Imperial Forest College Dehra Dun and qualify for the
forest service of the Government of British India or of any Local Govern-
ment by obtaining at least the higher standard certificate of the College.

2. The said _____ shall after completing his studies
at the said Forest College and if so required to do serve the Secretary of
State his successors in office and assigns in the Forest department of the
Government of British India or of any Local Government for a period of
not less than five years any portion of which may be on probation at the
discretion of the Local Government and shall during the whole of such
period diligently and efficiently do all acts and discharge all duties which
may be required to be done by him in his capacity as an officer of the
said department.

3. The Secretary of State his successors in office and assigns hereby
engages to educate the said _____ at the Dehra Dun
Forest College in all matters relating to the forest service forest works and
forest administration that it may be deemed necessary by the President of
the said College to teach the said _____.

4. After completing the course at the said Forest College the Secre-
tary of State shall pay the said _____ while the said
_____ shall faithfully and diligently
serve as an officer of the said Forest department at and after the rate of
not less than Rs. 90 (ninety) per month provided that the said _____
_____ shall obtain the higher standard certificate and
the said _____ shall be entitled to all the rights and
privileges in respect of pay pension and promotion accorded to the officers
of the said department for the time being by the rules and regulations of
the department.

APPENDIX I-B.

5. Lastly it is hereby agreed and declared that the Secretary of State his successors in office and assigns shall be at liberty to rescind this agreement on account of unsatisfactory work negligence failure to attend to duty idleness or any insubordination or misconduct on the part of the said _____ of which the Conservator of the circle in which he is serving shall be the sole judge and to dismiss him from the said Forest College or the service of the said department and the said _____ shall not be entitled to any of the privileges hereby granted to him.

In witness whereof the said parties to these presents have hereunto set their respective hands and seals the day and year first above written.

Government of
India, Finance de-
partment, notifica-
tion no. 3616 Exc.,
dated the 16th
July, 1909

In exercise of the powers conferred by section 9, clause (a) of the Indian Stamp Act, 1899 (II of 1899), the Governor General in Council is pleased to remit the duty chargeable in respect of agreement required to be executed, under the rules to regulate the training and appointments in the Subordinate Forest Service, by a student and his surety previous to his entry into the Forest College, Dehra Dun.

APPENDIX II.

APPENDIX II.

(See art. 161-1, Forest Manual.)

Rules for the entry into the Forest department as Rangers of Non-Commissioned Officers of His Majesty's Indian Army.

No. $\frac{82}{286-2}$ F.

GOVERNMENT OF INDIA

DEPARTMENT OF REVENUE AND AGRICULTURE.

FOREST.

Simla, the 22nd October, 1910.

RESOLUTION.

As certain alterations are necessary in order to bring up to date the rules promulgated with this department's circular resolution no. 281^F., dated the 30th November, 1893, for the entry into the Forest department as rangers of Native non-commissioned officers of His Majesty's Indian Army, the following rules are issued in supersession of those contained in the abovementioned resolution :—

I.—Any such officer who is recommended for the purpose by his Commanding Officer may apply to a Conservator of Forests* in the province in which he desires to be employed for permission to follow the course of instruction in the ranger class at the Forest College at Dehra Dun with a view to secure, after successfully passing through the College and obtaining a certificate, an appointment as forest ranger in the Sub-ordinate Forest Service.

* Address of Conservators of Forests in Provinces other than Madras and Bombay :—
Bengal, Darjeeling.
Assam $\frac{\text{Eastern}}{\text{Western}}$ circle, Shillong.
United Provinces—
Eastern
Western circle, Naini Tal.
Kumaon
Utilization circle, Bareilly
Punjab $\frac{\text{Eastern}}{\text{Western}}$ circle, Lahore.

II.—The Conservator to whom application is made must be satisfied—

- (a) that the candidate will not be more than 30 years of age when he enters the College;
- (b) that he has been sufficiently well educated, especially in mathematics and English, to enable him to follow the College course with advantage and to obtain a ranger's certificate;

(c) that he is of good constitution and active habits, and possesses fair ability and powers of observation, as well as such physical qualifications as are required for a good Forest Officer.

III.—If the conditions in the preceding rule are satisfied and the candidate is accepted by a Local Government for an appointment in the Subordinate Forest Service, he may be admitted to the College and be allowed to receive the stipend admissible to Government probationary students. While at the College, with the exception that he need not attend drills, he will in all respects be subject to the rules for the time being in force, a copy of which can be obtained from the President of that Institution.

IV.—On obtaining a certificate at conclusion of the ranger's course the candidate will be eligible to be appointed as ranger. On being so appointed he will be subject, as regards future promotion, to the regulations of the Forest Service, for the time being. As regards other conditions of service, the candidate either shall, on obtaining his appointment to the Forest department, take his discharge from the Army, and then 12 months of his period of instruction at the Forest College will count as service under art 356, rule (3) of the Civil Service Regulations, 5th edition, or he may serve in the Forest department and be transferred to the Native Unattached List under the conditions in Army Regulations, India, Volume II, paragraph 388, and in that case he will qualify for the special rates of pension admissible under military regulations [see Army Regulations, India, Volume I, paragraph 1044 (a) (v)].

V.—During the College course the candidate will be seconded in his corps, which he shall rejoin if he fails in obtaining a certificate.

2. These rules do not apply to the Presidencies of Madras and Bombay; but the Governor General in Council recommends them to the consideration of the Governments of those Presidencies.

G. G. O. no.
8-F/103-2, dated
the 15th June, 1914
(department of
Revenue and Agri-
culture).

The Government of India are pleased to direct that Native non-commissioned officers of the Imperial Service Troops shall be eligible for admission to the Forest department as rangers under the rules contained in the resolution of the Government of India in the Revenue and Agricultural department, no. 32-F.—236-2, dated the 22nd October, 1910, for the appointment and training of Native non-commissioned officers of His Majesty's Indian Army, provided that a candidate from the Imperial Service Troops can obtain a nomination for an appointment under a Local Government or Administration.

Rules IV and V of the rules referred to above, so far as they relate to conditions of military service, will not apply to candidates from the Imperial Service Troops.

APPENDIX III.

APPENDIX III.

(See arts. 62 and 63, *Forest Manual*.)

Extracts concerning Forest Officers from the rules for the conduct of departmental examinations in the United Provinces of Agra and Oudh.

CHAPTER I.

GENERAL.

1. These rules apply to the departmental examination of—

* * * * *

(5) Forest Officers.

2. An examination will be held twice a year, usually in April and October, on such dates as may be fixed by Government and notified in the Government Gazette.

3. The examination will be held at Lucknow (in the Council Chamber or any other place fixed and notified by the Central Examination Committee) for all candidates.

4. The examination will be conducted partly by the Central Examination Committee and partly by the Local Committee.

5. The Central Committee will consist (unless otherwise ordered) of the following officers :—

(1) The Junior Member of the Board of Revenue (President).

(2) The Chief Engineer of the Irrigation department.

(3) The Inspector-General of Police.

(4) The Commissioner of Excise.

(5) The Director of Agriculture.

(6) The Chief Conservator of Forests.

(7) The Legal Remembrancer to Government.

(8) The District Judge of Allahabad.

(9) The Secretary to Government in the Revenue department.

(10) The Secretary to the Board of Revenue.

(11) \ One Hindu and one Muhammadan Indian officer of gazetted

(12) \ rank to be nominated by Government each year.

(13) The Deputy Secretary to Government, General department (Member and Secretary).

6. The Central Committee will arrange for the preparation of the papers of questions, examine the answers and allot the marks. The Secretary, Central Examination Committee, will forward to Government a report showing

APPENDIX III.

what candidates have been passed by the Committee in the various branches.

7. The Local Committee will consist (unless otherwise ordered) of—
The Local Committee.

- (1) The Commissioner of Lucknow (President).
- (2) The Deputy Commissioner of Lucknow.
- (3) The Sessions Judge, Lucknow.
- (4) One District Officer from the province of Agra.
- (5) One Police Officer to be nominated by the Inspector-General of Police.
- (6) One Superintending Engineer, Irrigation branch, Public Works department.
- (7) The Secretary, Central Examination Committee.

NOTE.—The Hindi and Urdu examinations in conversation and reading respectively will be conducted by the Indian members of the central committee subject to the control of the local committee.

8. The Local Committee, besides superintending the candidates during the examination, will conduct the oral examinations. They will select the Urdu and Hindi paper to be read by all candidates undergoing the test in vernacular, as well as all the cases. They will also set the papers in Translation and Dictation for Forest Officers. They will forward to the Central Committee the written answers of candidates, together with a statement of the marks assigned by them for the oral tests, and with a note of anything which seems to call for comment in the conduct of the examination.

9. (1) All candidates of any description mentioned in rule 1 are required to send in to the officer named below, as soon as possible after the issue of the notification publishing the date of the examination and not later than the 1st March in the case of the April examination, or the 1st September in the case of the October examination an intimation in the form attached to this rule of their intention to appear at the examination :—

* * * * *

- (1) The Chief Conservator of Forests.
- (2) From these applications the officers concerned will prepare a consolidated list of candidates which will be sent to the Secretary, Central Examination Committee.
- (3) A candidate who fails to send in the application above is liable to be excluded from that examination altogether. A candidate who omits to enter in his statement any subject of examination is liable to be precluded from taking up that subject if he should subsequently wish to do so.
- (4) The President of the Local Examination Committee shall decide whether he will admit to the examination or to any part of it any such candidates as come under clause (3), and his decision shall be final. But such candidates shall only be admitted if there is a spare copy of the question paper.
- (5) A notification calling attention to the requirements of clause (1) will be published in the Gazettes of the 15th January and 15th August, or

APPENDIX III.

in the gazettes next antecedent to those dates and copies will be sent to the above named officer for information and circulation to the candidates mentioned against their names.

(6) The form mentioned in clause (1) can be obtained from the above named officer, or from the Superintendent, Government Press, United Provinces.

No. of 192 .

FROM

To

Dated

SIR,

WITH reference to rule 9 of the rules for the conduct of departmental examinations, I have the honour to report my intention to appear at the departmental examination to be held on the

192 in the following subjects and will write my answers in $\frac{\text{English}}{\text{Urdu}}$:—

- (1)
- (2)
- (3)
- (4)
- (5)
- (6)
- (7)
- (8)
- (9)

I have the honour to be,

SIR,

Your most obedient servant,

To be clearly written

Name _____
Office _____,
District _____,

NOTE —Candidates should state for what standard they intend to appear.

10. An officer on leave in India (except leave on medical certificate) must attend the examination, unless he has been exempted by Government from attending the examination of that year.

Absence from the examination on the plea of illness will not be accepted, except on a medical certificate, which must be submitted to, and accepted by the Head of the department.

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An officer absenting himself from the examination without complying with the above conditions will be considered to have failed at the examination for that year.

11. The examination will usually extend over four days as follows :—

Day.	Morning—10 a.m. to 1 p.m.	Afternoon—2 to 5 p.m.
1st day ..	Judicial paper	Criminal case.
	Paper of Criminal Procedure Code for Police Officers	Paper on special Acts for Police Officers.
	Revenue paper	Revenue case.
	Paper on Canal Law and Procedure*	Canal case.
2nd day ..	Paper on the Indian Penal Code and the Evidence Act for Police Officers	
	Translation and dictation for Forest Officers	Procedure and accounts for Forest Officers.
	Civil Law.	
3rd day ..	Police paper for Police Officers only	Exercise paper.
	Forest Law paper	Stamps paper.
	Vernacular Public Works department.	Land Revenue systems' paper.
4th day ..	Urdu translation	
	Reading Urdu	
	Reading Hindi	Conversation.

The time to be allowed for cases, translation, dictation, reading and conversation will be at the discretion of the Local Committee.

12. The examination in the case will be conducted as follows :—
 Candidates will be divided into batches of about twenty, and each batch will be presided over by a member of the Local Committee. The vernacular records of the case will be read out by an Indian official. The candidate must write his notes of evidence as the reading proceeds, as he would do were he actually trying the case. At the conclusion of each case the candidate, who may refer to his books, must write (Europeans in English, Indians in Urdu or English as they prefer) a judgment on the question or questions at issue, with a statement of reasons. It will be for the Local Committee to decide (1) if in asking questions concerning the record the candidate has shown gross ignorance; (2) if the judgment is in accordance with the evidence and with the law on the subject, or is such as would call for reversal or material variation by an appellate court in actual practice.

* For the October examination only.

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The Commissioner (President, Local Committee) will exercise a general supervision over the different batches to prevent undue variations in the standards of marking.

13. *Stitched blank books*, interleaved with blotting-paper, will be provided by the Local Committee for the candidates to write their answers in and no loose sheets of paper or blotting-paper of any description should be permitted in the examination room on any pretext whatever. Such pages of the book as have been written on by the candidate should be initialled at the corner by a member of the Local Examination Committee, and a pencil line drawn through the pages remaining blank.

For each separate paper of questions separate books should be used.

14. Candidates are required to write their answers legibly on one side only of each sheet of paper (the other side being used for such rough notes as they may wish to make), and should on no account whatever tear the paper or blotting-paper. Each book of answers should be signed by the candidate with his full signature, official designation, and present station.

15. Any candidate who may be detected, either at the time of examination or subsequently, in unfair practices will be considered to have failed entirely at the examination. His case will be considered by the President of the Central Examination Committee and will, if necessary, be reported to Government.

16. No candidate will be permitted to leave the room until he has given up his paper unless accompanied by a member of the Local Committee, who will certify that during his absence the candidate had no opportunity of obtaining any unfair information as to the paper. On no account can a candidate be permitted to alter or add to his answers when he has once given them over to the Local Committee.

NOTE.—In the following sections the mention of an Act means the Act as modified up to date, and includes all rules issued under it having the force of law.

CHAPTER II.

EXAMINATION OF JUNIOR MEMBERS OF THE INDIAN CIVIL SERVICE AND DEPUTY COLLECTORS.

Urdu and Hindi.

17. The following rules control the examination in the Vernacular. The examination will be divided into the following sub-heads:—

- (i) Translation from and into the vernacular (Urdu only).
- (ii) Reading (Urdu and Hindi).
- (iii) Conversation (Urdu only).

APPENDIX III.

(i) Translation.

The papers for translation from and into the vernacular will be set by the Central Committee.

For English candidates.—The paper for translation from Urdu into English will contain passages usually selected from a newspaper or one of the ordinary text-books. The passage for translation from English into Urdu will be of a descriptive, historical or narrative character.

(ii) Reading.

Urdu.—(a) The candidate must read aloud, with tolerable fluency and accuracy, two papers taken from the records of a Magistrate's or Collector's office. The papers will be in the ordinary running hand and not distinguished by unusual eligibility or the reverse. The candidates will also be required to explain their meaning. In order to obtain the Higher Standard of marks, the candidates should read the papers with freedom and ease.

Hindi.—(b) All candidates coming up for examination will be required to show facility in reading patwaries' papers and petitions in Hindi, including the Kaithi character. Candidates will also be required to read with fluency and explain the meaning of an ordinary passage from a Hindi newspaper.

NOTE.—The Local Committee will arrange that, as far as possible, the patwaries' papers given to candidates to read are in the character current in the neighbourhood of the district from which candidates come up for examination.

(iii) Conversation.

The candidates shall be required to converse with an educated Indian gentleman upon a matter of general interest and with an intelligent villager (who should usually be a Hindu) upon matters connected with agriculture village life or, if the villager is attending in the courts, with litigation he is engaged in. The Higher Standard of marks should not be given, unless the examiners are satisfied that the conversation is fully understood on both sides.

18. The maxima and standards of qualification in each branch are given below: failure in any sub-head shall ordinarily involve failure in the whole subject:—

Subject.				Maximum.	Higher Standard.	Lower Standard
<i>Urdu</i> —						
Translation	50	38	25
Reading	20	18	10
Conversation	30	20	15
<i>Hindi</i> —						
Reading	100	66	50

APPENDIX III.

CHAPTER VI.

EXAMINATION OF FOREST OFFICERS.*

19. The examination for Assistant Conservators and Extra Assistant Conservators will be in the following subjects :—

NOTE.—Forest rangers acquainted with English will be permitted to appear at the examination, provided that they previously obtain the consent of the Conservator.

- (i) Vernacular.
- (ii) Land Revenue.
- (iii) Forest Law.
- (iv) Procedure and Accounts.

20. In vernacular the candidate will be tested in (a) conversation, (b) reading Urdu and Hindi, (c) translation and dication (for the Higher Standard).

The conversation test will be the same as that for other candidates (rule 17 *ante*). In order to pass in reading the candidate must read aloud with fair accuracy and explain the meaning of two short petitions in Urdu and in Hindi written in an ordinarily legible hand taken at random from a Forest office in the candidate's circle.

In translation and dictation (for the Higher Standard only) candidates will be required to translate into the vernacular, with fair fluency and correctness, an order or letter on a subject connected with their work dictated in English by the Local Committee. They will also be required to write in vernacular characters (Persian and Nagri) an order or letter dictated in the vernacular by the Committee.

NOTE.—Assistant Conservators and Extra Assistant Conservators, if natives of this province and of pure Asiatic extraction, are not required to pass the Vernacular examination.

21. The examination in the Land Revenue Systems in Forest Law and in Procedure and Accounts will be conducted as follows :—

Papers will be set by the Central Examination Committee in—

- (i) Land Revenue Systems—
Baden-Powell's Short Account of the Land Revenue and its Administration in British India.
- (ii) Forest Law—
Baden-Powell's Forest Law.
Indian Forest Act, 1878 (VII of 1878).
- (iii) Procedure and Accounts—
 - (1) The Forest Code.
 - (2) The Civil Service Regulations and the Fundamental Rules.
 - (3) Forest Manual, United Provinces.
 - (4) An Introduction to Indian Government Audit by M. F. Gauntlett—whole of Chapters 1 to 4, 6, 11, 13, 14 and 15, paragraph 32 of Chapter 5, paragraphs 72 to 74, 78 and 79 of Chapter 8, paragraphs 146 and 148 of Chapter 16, and paragraphs 150 to 158 of Chapter 17 only.

* Forest Code, 6th edition, Chapter I, part III, rules 74 to 80.

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(5) An Introduction to Indian Government Accounts by J. E. Pritchard—whole of Chapters I, II, and VI, and paragraphs 86, 87, and 84 to 88 of Chapter III.

(6) Forest Account, Code.

NOTE.—Of the aforesaid books candidates will be allowed the use of nos. (1), (2), (3) and (6) only. In (4) and (5) questions of a practical character will be set and candidates will not be allowed the assistance of the Manuals in answering them.

22. The standards of qualification are given in the following table :—

Subject.	Maximum.	Higher Standard.	Lower Standard.
<i>Vernacular—</i>			
(a) Conversation	60	15	30
(b) Reading Urdu	20	15	10
(c) „ Hindi	20	15	10
(d) Translation	25	15	...
(e) Dictation	25	15	...
Forest Law paper	100	66	...
Land Revenue paper	100	66	...
Procedure and Accounts paper	100	66	...

APPENDIX IV.

APPENDIX IV.

(See Art. 85, Forest Manual)

THE INDIAN FOREST ACT, 1878.

As amended by Act V of 1890, Act V of 1901, Act XV of 1911 and Act X of 1914.

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'ACT No. 'VII OF 1878.

As amended by Act V of 1890, Act V of 1901, Act XV of 1911 and Act X of 1914.

An 'Act to amend the law relating to forests, the transit of forest produce and the duty leviable on timber. Preamble.

WHEREAS it is expedient to amend the law relating to forests, the transit of forest produce and the duty leviable on timber; it is hereby enacted as follows :—

CHAPTER I.

PRELIMINARY.

1. This Act may be called the Indian Forest Act, 1878. Short title

It shall come into force at once in the territories respectively administered by the Governor of Bombay in Council, the Lieutenant-Governors of the Lower Provinces, the North-Western Provinces, and the Punjab [except the district of Hazara], and the Chief Commissioners of Oudh, the Central Provinces and Assam. Commencement.

And any other Local Government may from time to time extend, by notification in the local official gazette, this Act to all or any of the territories for the time being under its administration. [a] Extension.

2. In this Act, unless there be something repugnant in the subject or context,— Interpretation clause.

“ Forest Officer ” means any person whom the Governor General in Council, or the Local Government or any officer empowered by the Governor General in Council or the Local Government in this behalf may from time to time appoint by name or as holding an office to carry out all or any of the purposes of this Act or to do anything required by this Act or any rule made under this Act to be done by a Forest Officer ;

[b] “ tree ” includes palms, bamboos, stumps, brushwood and canes :

[c] “ timber ” includes trees when they have fallen or have been felled, and all wood, whether cut up or fashioned or hollowed out for any purpose or not :

[e] “ forest produce ” includes—

(a) the following, whether found in, or brought from a forest or not, that is to say—

timber, charcoal, caoutchouc, catechu, wood oil, resin, natural varnish, bark, lac, mahua flowers, mahua seeds [d] and myrobolans, and

(b) the following when found in, or brought from, a forest, that is to say :—

(i) trees and leaves, flowers and fruits, and all other parts or produce not hereinbefore mentioned of trees,

[a] The fourth clause of this section was repealed by Act X of 1914, second schedule.

[b] This definition of “ tree ” was substituted for the original definition by Act V of 1890, s. 2 (1).

[c] These definitions of “ timber ” and “ forest produce ” were substituted for the original definitions by Act V of 1890, s. 2 (2) and (3), respectively.

[d] This product was added by Act XV of 1911, s. 2.

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- (ii) plants not being trees (including grass, creepers reeds and moss), and all parts or produce of such plants,
- (iii) wild animals and skins, tusks, horns, bones, silk, cocoons, honey and wax, and all other parts or produce of animals, and
- (iv) peat, surface soil, rock and minerals (including limestone, laterite, mineral oils, and all products of mines or quarries) :

“forest offence” means an offence punishable under this Act, or under any rule made under this Act :

“cattle” includes elephants, camels, buffaloes, horses, mares, geldings, ponies, colts, fillies, mules, asses, pigs, rams, ewes, sheep, lambs, goats and kids :

“river” includes streams, canals, creeks and other channels, natural or artificial.

CHAPTER II.

OF RESERVED FOREST [a].

Power to reserve forests.

3. The Local Government may from time to time constitute any forest land or waste land which is the property of the Government, or over which the Government has proprietary rights, or to the whole or any part of the forest produce of which the Government is entitled, a reserved forest in the manner hereinafter provided.

Notification by Local Government.

4. Whenever it is proposed to constitute any land a reserved forest, the Local Government may publish a notification in the local official gazette—

- (a) declaring that it is proposed to constitute such land a reserved forest;
- (b) [b] specifying, as nearly as possible, the situation and limits of such land; and
- (c) appointing an officer (hereinafter called “the Forest Settlement Officer”) to inquire into and determine the existence, nature and extent of any rights alleged to exist in favour of any person in or over any land comprised within such limits, or in or over any forest produce, and to deal with the same as provided in this chapter.

Explanation.—For the purpose of clause (b) of this section, it shall be sufficient to describe the limits of the forest by roads, rivers, ridg or other well-known or readily intelligible boundaries.

The officer appointed under clause (c) of this section shall ordinarily be a person not holding any Forest office except that of Forest Settlement Officer.

Nothing in this section shall prevent the Local Government from appointing any number of officers not exceeding three, not more than one of whom shall be a person holding any Forest office except as aforesaid, to perform the duties of a Forest Settlement Officer under this Act.

[a] As to the application of provisions relating to reserved forests (1) to village forests, see s. 27, last paragraph; (2) to forests and lands not the property of the Government, see ss. 36, 38; (3) to forests, waste land or produce the joint property of the Government and other persons, see s. 79 *infra*.

[b] This clause was substituted for the original cl. (b) by Act V of 1890, s. 3'

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5. During the interval between the publication of such notification and the date fixed by the notification under section 19, no right shall be acquired in or over the land comprised in such notification except by succession or under a grant or contract in writing made or entered into by or on behalf of the Government or some person in whom such right was vested when the former notification was issued; and no fresh clearings for cultivation or for any other purpose shall be made in such land [a] except in accordance with rules prescribed by the Local Government [a]. Bar of accrual of forest rights.

6. When a notification has been issued under section 4, the Forest Settlement Officer shall publish in the language of the country, in every town and village in the neighbourhood of the land comprised therein, a proclamation— Proclamation by Forest Settlement Officer.

[b](a) specifying, as nearly as possible, the situations and limits of the proposed forest;

(b) explaining the consequences which, as hereinafter provided, will ensue on the reservation of such forest; and

(c) fixing a period of not less than three months from the date of such proclamation, and requiring every person claiming any right mentioned in section 4 or 5 either to present to such officer within such period a written notice specifying, or to appear before him and state, the nature of such right and the amount and particulars of the compensation (if any) claimed in respect thereof.

7. The Forest Settlement Officer shall take down in writing all statements made under section 6, and shall, at some convenient place, inquire into all claims duly preferred under that section, and the existence of any rights mentioned in section 4 or 5 and not claimed under section 6; so far as the same may be ascertainable from the records of the Government and the evidence of any persons likely to be acquainted with the same. Inquiry by Forest Settlement Officer.

8. For the purpose of such inquiry, the Forest Settlement Officer may exercise the following powers, that is to say,— Powers of Forest Settlement Officer

(a) power to enter, by himself or any officer authorised by him for the purpose, upon any land, and to survey, demarcate and make a map of the same; and

(b) the powers of a civil court in the trial of suits.

9. Rights in respect of which no claim has been preferred under section 6, and of the existence of which no knowledge has been acquired by inquiry under section 7, shall be extinguished, unless, before the notification under section 19 is published, the person claiming them satisfies the Forest Settlement Officer that he had sufficient cause for not preferring such claim within the period fixed under section 6. Extinguishment of rights.

[c] 9A. (1) In the case of a claim relating to the practice of shifting cultivation, the Forest Settlement Officer shall record a statement setting forth the particulars of the claim and of any local rule or order under which the practice is allowed or regulated, and submit the statement to the Local Government, together with his opinion as to whether the practice should be permitted or prohibited wholly or in part. Treatment of claims relating to practice of shifting cultivation.

[a] These words were added by Act V of 1890, s. 4.

[b] This clause was substituted for the original cl. (a) by Act V 1890, s. 5.

[c] B. 9A was inserted by Act V of 1890, s. 6.

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(2) On receipt of the statement and opinion the Local Government may make an order permitting or prohibiting the practice wholly or in part.

(3) If such practice is permitted wholly or in part, the Forest Settlement Officer may arrange for its exercise—

(a) by altering the limits of the land under settlement so as to exclude land of sufficient extent, of a suitable kind, and in a locality reasonably convenient for the purposes of the claimants; or

(b) by causing certain portions of the land under settlement to be separately demarcated, and giving permission to the claimants to practice shifting cultivation therein under such conditions as he may prescribe.

All arrangements made under this sub-section shall be subject to the previous sanction of the Local Government.

(4) The practice of shifting cultivation shall in all cases be deemed a privilege subject to control, restriction and abolition by the Local Government.

Power to acquire
land over which
right is claimed

10. In the case of a claim to a right in or over any land, other than right of way or pasture forest produce or a water-course, the Forest Settlement Officer shall pass an order admitting or rejecting the same in whole or in part.

If such claim is admitted in whole or in part, the Forest Settlement Officer shall either (1) exclude such land from the limits of the proposed forest or (2) come to agreement with the owner thereof for the surrender of his rights or (3) proceed to acquire such land in the manner provided by the Land Acquisition Act, 1894 [a].

For the purpose of so acquiring such land—

Act I of 1891.

(a) the Forest Settlement Officer shall be deemed to be a Collector proceeding under the Land Acquisition Act, 1894 [a];

(b) the claimant shall be deemed to be a person interested and appearing before him in pursuance of a notice given under section 9 of that Act [b];

(c) the provisions of the preceding sections of that Act [c] shall be deemed to have been complied with; and

(d) the Collector, with the consent of the claimant, or the court, with the consent of both parties, may award compensation in land or partly in land and partly in money.

Order on claims
to rights of pasture
or to forest pro-
duce.

11. In the case of a claim to rights of pasture or to forest produce the Forest Settlement Officer shall pass an order admitting or rejecting the same in whole or in part.

Record to be
made by Forest
Settlement Officer.

12. The Forest Settlement Officer, when passing any order under section 11, shall record, so far as may be practicable,—

(a) the name, father's name, caste, residence and occupation of the person claiming the right;

[a] The reference to Act X of 1870 is altered in accordance with Act I of 1891, s. 2.

[b] This reference to s. 9 of Act X of 1870 should now be read as referring to s. 9 of Act I of 1894, see s. 2 of the latter Act.

[c] This reference to Act X of 1870 should now be read as referring to Act I of 1894, see s. 2 of the latter Act.

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- (b) designation, position and area of all fields or groups of fields (if any), and the designation and position of all buildings (if any) in respect of which the exercise of such rights is claimed.

13. If the Forest Settlement Officer admits in whole or in part any claim under section 11, he shall also record the extent to which the claim is so admitted, specifying the number and description of the cattle which the claimant is from time to time entitled to graze in the forest, the season during which such pasture is permitted, the quantity of timber and other forest produce which he is from time to time authorised to take or receive, or such other particulars as the case may require. He shall also record whether the timber or other forest produce obtained by the exercise of the rights claimed may be sold or bartered. Record where he admits claim

14. After making such record, the Forest Settlement Officer shall to the best of his ability, and having due regard to the maintenance of the reserved forest in respect of which the claim is made, pass such orders as will ensure the continued exercise of the rights so admitted. For this purpose the Forest Settlement Officer may— Exercise of rights admitted.

- (a) set out some other forest tract of sufficient extent, and in a locality reasonably convenient, for the purposes of such claimants, and record an order conferring upon them a right of pasture or to forest produce (as the case may be) to the extent so admitted; or
- (b) so alter the limits of the proposed forest as to exclude forest land of sufficient extent, and in a locality reasonably convenient, for the purposes of the claimants; or
- (c) record an order, continuing to such claimants a right of pasture or to forest produce (as the case may be) to the extent so admitted at such seasons, within such portions of the proposed forest and under such rules, as may from time to time be prescribed by the Local Government.

15. In case the Forest Settlement Officer finds it impossible, having due regard to the maintenance of the reserved forest, to make such settlement under section 14 as shall ensure the continued exercise of the said rights to the extent so admitted, he shall (subject to such rules as the Local Government may from time to time prescribe in this behalf, commute such rights, either by the payment to such persons of a sum of money in lieu thereof, or by the grant of land or in such other manner as he thinks fit. Commutation of rights.

16. Any person who has made a claim under this Act, or any Forest Officer or other person generally or specially empowered by the Local Government in this behalf, may, within three months from the date of the order passed on such claim by the Forest Settlement Officer under sections 10, 11, 14 or 15, present an appeal from such order to such officer of the Revenue department, of rank not lower than that of a Collector or Deputy Commissioner, as the Local Government may from time to time, by notification in the local official gazette, appoint by name, or as holding an office, to hear appeals from such orders: Appeal from order passed under sections 10, 11, 14 or 15.

Provided that if the Local Government establishes (as it is hereby empowered to do) a court (hereinafter called the Forest Court), composed

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of three persons to be appointed by the Local Government, such appeals shall be presented to such court.

Appeal under section 16.

17. Every appeal under section 16 shall be made by petition in writing, and may be delivered to the Forest Settlement Officer, who shall forward it without delay to the authority competent to hear the same.

If the appeal be to an officer appointed under section 16, it shall be heard in the manner prescribed for the time being for the hearing of appeals in matters relating to land revenue.

If the appeal be to the Forest Court, the court shall fix a day and a convenient place in the neighbourhood of the proposed forest for hearing the appeal and shall give notice thereof to the parties, and shall hear such appeal accordingly.

The order passed thereon by such officer or court, or by the majority of the members of such court, shall be final, subject to revision by the Local Government.

Pleaders.

18. The Local Government, or any person who has made a claim under this Act, may appoint any person to appear, plead and act on its or his behalf before the Forest Settlement Officer, or the appellate officer or court, in the course of any inquiry or appeal under this Act.

Notification declaring forest reserved.

19. When the following events have occurred (namely):—

(a) the period fixed under section 6 of preferring claims has elapsed, and all claims (if any) made within such period have been disposed of by the Forest Settlement Officer; and

(b) if such claims have been made and the period limited by section 16 for appealing from the orders passed on such claims has elapsed, and all appeals (if any) presented within such period have been disposed of by the appellate officer or court; and

(c) all lands (if any) to be included in the proposed forest, which the Forest Settlement Officer has, under section 10, elected to acquire under the Land Acquisition Act, 1894 [a], have become vested in the Government under section 16 of that Act [b],

the Local Government may publish a notification in the local official gazette, specifying definitely, according to boundary marks erected or otherwise, the limits of the forest which it is intended to reserve, and declaring the same to be reserved from a date fixed by such notification.

From the date so fixed such forest shall be deemed to be a reserved forest.

Publication of translation of such notification in neighbourhood of forest.

20. The Forest Officer shall, before the date fixed by such notification, cause a translation thereof into the language of the country to be published in every town and village in the neighbourhood of the forest.

Power to revise arrangement made under section 14 or 17.

21. The Local Government may, within five years from the publication of any notification under section 19, revise any arrangement made under section 14 or 17, and may for this purpose rescind or modify any order made under section 14 or 17 and direct that any one of the proceedings specified in section 14 be taken in lieu of any other of such proceed-

[a] The reference to Act X of 1870 is altered in accordance with Act I of 1894, s. 2.

[b] This reference to s. 16 of Act X of 1870 should now be read as referring to s. 16 of Act I of 1894, see s. 2 of the latter Act.

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ings, or that the rights admitted under section 11 be commuted under section 15.

22. No right of any description shall be acquired in or over a reserved forest, except by succession or under a grant or contract in writing made by or on behalf of the Government or of some person in whom such right was vested when the notification under section 19 was issued. No right acquired over reserved forest, except as here provided.

23. Notwithstanding anything contained in section 22, no right continued under section 14, clause (c), shall be alienated by way of grant, sale, lease, mortgage or otherwise, without the sanction of the Local Government: Rights not to be alienated without sanction

Provided that when any such right is appendant to any land or houses, it may be sold or otherwise alienated with such land or house.

No timber or other forest produce obtained in exercise of any such right shall be sold or bartered, except to such extent as may have been admitted in the order recorded under section 13.

24. The Forest Officer may from time to time, with the previous sanction of the Local Government or of any officer duly authorised in that behalf, stop any public or private way or water-course in a reserved forest: Powers to stop ways and water courses in reserved forest.

Provided that a substitute for the way or water-course so stopped, which the Local Government deems to be reasonably convenient, already exists, or has been provided or constructed by the Forest Officer in lieu thereof.

25. Any person who—

- (a) makes any fresh clearing prohibited by section 5, or
- [a] (b) sets fire to a reserved forest, or in contravention of any rules made by the Local Government, kindles any fire, or leaves any fire burning, in such manner as to endanger such a forest, or who, in a reserved forest,— Acts prohibited in such forests.
- (c) kindles, keeps or carries any fire, except at such seasons as the Forest Officer may from time to time notify in this behalf;
- (d) trespasses or pastures cattle, or permits cattle to trespass;
- (e) causes any damage by negligence in felling any tree or cutting or dragging any timber;
- (f) fells, girdles, lops, taps or burns any tree, or strips off the bark or leaves from, or otherwise damages the same;
- (g) quarries stone, burns lime or charcoal, or collects, subjects to any manufacturing process, or removes any forest produce;
- (h) clears or breaks up any land for cultivation or any other purpose; or
- (i) in contravention of any rules which the Local Government may from time to time prescribe, [b] (kills or catches elephants,) hunts, shoots, fishes, poisons water or sets traps of snares,

shall be punished with imprisonment for a term which may extend to six months, or with fine not exceeding five hundred rupees, or with both,

[a] This clause was substituted for the original cl. (b) by Act V of 1890, s. 7.

[b] These words are repealed in the United Provinces, see Act VI of 1879, s. 2.

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in addition to such compensation for damage done to the forest as the convicting court may direct to be paid.

Nothing in this section shall be deemed to prohibit (a) any act done by permission in writing of the Forest Officer, or under any rule made by the Local Government; or (b) the exercise of any right contained under section 14, clause (c), or created by grant or contract in writing made by or on behalf of the Government under section 22.

Whenever fire is caused wilfully or by gross negligence in a reserved forest, the Local Government may (notwithstanding that any penalty has been inflicted under this section) direct that in such forest or any portion thereof the exercise of all rights of pasture or to forest produce shall be suspended for such period as it thinks fit.

Power to declare
forest no longer
reserved.

26. The Local Government may, subject to the control [a] of the Governor General in Council, by notification in the local official gazette, direct that, from a date fixed by such notification, any forest or any portion thereof reserved under this Act shall cease to be a reserved forest.

From the date so fixed, such forest or portion shall cease to be reserved, but the rights (if any) which have been extinguished therein shall not revive in consequence of such cessation.

CHAPTER III.

OF VILLAGE FORESTS.

Formation of vil-
lage forests.

27. The Local Government may from time to time assign to any village community the rights of the Government to or over any land which has been constituted a reserved forest and may cancel such assignment. All forests so assigned shall be called village forests.

The Local Government may from time to time make rules for regulating the management of village forests, prescribing the conditions under which the community to which any such assignment is made may be provided with timber or other forest produce or pasture, and their duties for the protection and improvement of such forest.

All provisions of this Act relating to reserved forests shall (so far as they are consistent with the rules so made) apply to village forests.

CHAPTER IV.

OF PROTECTED FORESTS [b].

Protected forests.

28. The Local Government may from time to time by notification in the local official gazette declare the provisions of this chapter applicable to any forest land or waste land which is not included in a reserved forest, but which is the property of the Government, or over which the Government has proprietary rights, or to the whole or any part of the forest produce of which the Government is entitled.

The forest land and waste lands comprised in any such notification shall be called a "protected forest."

[a] The four preceding words were substituted for the original words by Act XV of 1911, s. 3.

[b] As to the application of provisions relating to protected forests (1) to land not the property of the Government, see s. 38; (2) to forests, waste land or produce the joint property of the Government and other persons, see s. 79; *infra*.

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No such notification shall be made unless the nature and extent of the rights of the Government and of private persons in or over the forest land or waste land comprised therein have been inquired into and recorded at a survey, or settlement, or in such other manner as the Local Government thinks sufficient.

Every such record shall be presumed to be correct until the contrary is proved :

Provided that, if in the case of any forest land or waste land, the Local Government thinks that such inquiry and record are necessary, but that they will occupy such length of time as that the rights of the Government will in the meantime be endangered, the Local Government may (pending such inquiry and record) declare such land to be a protected forest, but so as not to abridge or affect any existing rights of individuals or communities.

29. The Local Government may from time to time by notification in the local official gazette—

Power to issue notification restricting trees.

(a) declare any class of trees in a protected forest, or any trees in any such forest, to be reserved from a date fixed by such notification ;

(b) declare that a portion of such forest be closed for such term, not exceeding thirty years, as the Local Government thinks fit, and that the rights of private persons (if any) over such portion shall be suspended during such term : provided that the remainder of such forest be sufficient, and in a locality reasonably convenient for the due exercise of the rights suspended in the portion so closed ;

Closing forest

(c) prohibit, from a date fixed as aforesaid, the quarrying of stone, or the burning of lime or charcoal, or the collection or subjection to any manufacturing process, or removal, of any forest produce, in any such forest, and the breaking up or clearing for cultivation, for building, for herding cattle or for any other purpose, any land in any such forest ; and

Prohibiting collection of forest produce, etc., and breaking up or clearing of land.

(d) alter or cancel such declaration or prohibition.

30. The Collector or Deputy Commissioner of the district shall cause a translation into the language of the district, of every notification issued under section 29, to be affixed in a conspicuous place in every town and village in the neighbourhood of the forest comprised in the notification.

Publication and translation of such notification in neighbourhood.

31. The Local Government may from time to time make rules to regulate the following matters :—

Power to make rules for protected forests.

(a) the cutting, sawing, conversion and removal of trees and timber, and the collection, manufacture and removal of forest produce, from protected forests ;

(b) the granting of licences to the inhabitants of towns and villages in the vicinity of protected forests to take trees, timber or other forest produce for their own use, and the production and return of such licences by such persons ;

(c) the granting of licences to persons felling or removing trees or timber or other forest produce from such forests for the

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purposes of trade, and the production and return of such licences by such persons;

- (d) the payments (if any) to be made by the persons mentioned in clauses (b) and (c) of this section, for permission to cut such trees, or to collect and remove such timber or other forest produce;
- (e) the other payments, if any, to be made by them in respect of such trees, timber and produce, and the places where such payments shall be made;
- (f) the examination of forest produce passing out of such forests;
- (g) the clearing and breaking up of land for cultivation or other purposes in such forests;
- (h) the protection from fire of timber lying in such forests and of trees reserved under section 29;
- (i) the cutting of grass and pasturing of cattle in such forests;
- (j) [a] (killing or catching elephants,) hunting, shooting, fishing poisoning water and setting traps or snares in such forests;
- (k) the protection and management of any portion of a forest closed under section 29;
- (l) the exercise of rights referred to in section 28.

Penalties for
acts in contraven-
tion of notification
under section 29.

32. Any person who commits any of the following offences:—

- (a) fells, girdles, lops, taps or burns any tree reserved under section 29, or strips off the bark or leaves from, or otherwise damages, any such tree;
- (b) contrary to any prohibition under section 29, quarries any stone or burns any lime or charcoal, or collects, subjects to any manufacturing process or removes any forest produce;
- (c) contrary to any prohibition under section 29 breaks up or clears for cultivation or any other purpose any land in any protected forest;
- (d) sets fire to such forest, or kindles a fire without taking all reasonable precautions to prevent its spreading to any trees reserved under section 29, whether standing, fallen or felled or to any closed portion of such forest;
- (e) leaves burning any fire kindled by him in the vicinity of any such trees or closed portion;
- (f) fells any tree or drags any timber so as to damage any tree reserved as aforesaid;
- (g) permits cattle to damage any such tree;
- (h) infringes any rule made under section 31;

shall be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees or with both.

[b] [Whenever fire is caused wilfully or by gross negligence in a protected forest, the Local Government may (notwithstanding that any penalty has been inflicted under this section) direct that in such forest or any portion thereof the existence of any right of pasture or to forest produce shall be suspended for such period as it thinks fit.]

[a] These words are repealed in the United Provinces, see Act VI of 1879, s. 2.

[b] This clause was added to the section by section 3 of the Indian Forest (Amendment) Act, 1901 (V of 1901).

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33. Nothing in this chapter shall be deemed to prohibit any act done with the permission in writing of the Forest Officer, or in accordance with rules made under section 31, or (except as regards any portion of a forest closed under section 29 [a] or any rights the exercise of which has been suspended under section 32) in the exercise of any right recorded under section 28.

Nothing in this chapter to prohibit acts done in certain cases.

CHAPTER V.

FORESTS UNDER CONSERVANCY ADMINISTRATION WHEN THIS ACT COMES INTO FORCE.

34. Within twelve months from the date on which this Act comes into force in the territories administered by any Local Government, such Government shall, after consideration of the rights of the Government and private persons in all forest lands or waste lands then under its executive control for purposes of forest conservancy, determine which of such lands (if any) can, according to justice, equity and good conscience be classed as reserved forests or protected forests under this Act, and declare, by notification in the local official gazette, any lands so classed to be reserved or protected forests, as the case may be:

Forests under conservancy administration when this Act comes into force.

Provided that such declaration shall not affect any rights of the Government or private persons to or over any land or forest produce of any such forest, which have, previous to the date of such declaration, been inquired into, settled and recorded in a manner which the Local Government thinks sufficient:

Provided also that if any such rights have not on such date been so inquired into, settled and recorded, the Local Government shall direct that the same shall be inquired into, settled and recorded in the manner provided by this Act for reserved or protected forests, as the case may be; and, until such inquiry, settlement and record have been completed no such declaration shall abridge or affect such rights.

CHAPTER VI.

OF THE CONTROL OVER FORESTS AND LANDS NOT BEING THE PROPERTY OF THE GOVERNMENT.

35. The Local Government may from time to time, by notification in the local official gazette, regulate or prohibit in any forest or waste land—

Protection of forest for special purposes.

- (a) the breaking up or clearing of land for cultivation;
 - (b) the pasturing of cattle;
 - (c) the firing and clearing of the vegetation;
- when such regulation or prohibition appears necessary for any of the following purposes:—

First.—For protection against storms, winds, rolling stones, floods and avalanches;

Second.—For the preservation of the soil on the ridges and slopes and in the valleys of hilly tracts, the prevention of landslips and of the formation of ravines and torrents, and the

[a] These words were added by Act V of 1901, section 3.

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protection of land against erosion or the deposit thereon of sand, stones or gravel;

Third.—For the maintenance of a water-supply in springs, rivers and tanks;

Fourth.—For the protection of roads, bridges, railways and other lines of communication;

Fifth.—For the preservation of the public health; and may alter or cancel such notification.

The Local Government may, for any such purpose, construct at its own expense, in or upon any forest or waste land, such work as it thinks fit:

Provided that no such notification shall be made or work begun until after the issue of a notice to the owner of such forest or land, calling on him to show cause, within a reasonable period to be specified in such notice, why such notification should not be made or work constructed and until his objections (if any) and any evidence he may produce in support of the same have been heard by an officer duly appointed in that behalf and have been considered by the Local Government.

Power to assume management of forests.

36. In case of neglect of, or wilful disobedience to, any regulation or prohibition under section 35, or if the purposes of any work to be constructed under that section so require, the Local Government may, after notice in writing to the owner of such forest or land and after considering his objections (if any), place the same under the control of a Forest Officer, and may declare that all or any of the provisions of this Act relating to reserved forests shall apply to such forest or land.

The net profits (if any) arising from the management of such forest or land shall be paid to the said proprietor.

Expropriation of forest in certain cases

37. In any case under this chapter in which the Local Government considers that, in lieu of placing the forest or land under the control of a Forest Officer, the same should be acquired for public purposes, the Local Government may proceed to acquire it in the manner prescribed by the Land Acquisition Act, 1894 [a].

I of 1891.

The owner of any forest or land comprised in any notification under section 35 may, at any time not less than three or more than twelve years from the date thereof, require that such forest or land shall be acquired for public purposes, and the Local Government shall acquire such forest or land accordingly.

Protection of forest at the request of owners.

38. The owner of any land or, if there be more than one owner thereof, the owners of shares therein amounting in the aggregate to at least two-thirds thereof may, with a view to the formation or conservation of forests thereon, represent in writing to the Collector or Deputy Commissioner their desire—

- (a) that such land be managed on their behalf by the Forest Officer as a reserved or a protected forest on such terms as may be mutually agreed upon; or
- (b) that all or any of the provisions of this Act be applied to such land.

[a] The reference to Act X of 1870 is altered in accordance with Act I of 1894, c. 2.

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In either case, the Local Government may, by notification in the local official gazette, apply to such land such provisions of this Act as it thinks suitable to the circumstances thereof and as may be desired by the applicants.

Any such notification may be altered or cancelled by a like notification.

CHAPTER VII.

OF THE DUTY ON TIMBER AND OTHER FOREST PRODUCE [a].

39. The Local Government may levy a duty in such manner, at such places and at such rates as it may from time to time prescribe by notification in the local official gazette on all timber (or other forest produce) [b]—

Power to impose duty on timber and other forest produce.

(a) which is produced in British India, and in respect of which the Government has any right,

(b) which is brought from any place beyond the frontier of British India :

Provided that a notification directing the levy of a duty, in the case of timber and other forest produce brought from any place beyond the frontier of British India, which is not under the control of the Local Government, shall not be issued without the previous sanction of the Governor General in Council [c].

In every case in which such duty is directed to be levied *ad valorem*, the Local Government may, [d] from time to time fix, by like notification, the value on which such duty shall be assessed.

Power to fix value for *ad valorem* duty.

All duties on timber (or other forest produce) [e] which, at the time when this Act comes into force in any territory, are levied therein under the authority of the Local Government, shall be deemed to be and to have been duly levied under the provisions of this Act.

40. Nothing in this chapter shall be deemed to limit the amount (if any) chargeable as purchase money or royalty on any timber or other forest produce, although the same is levied on such timber or produce while in transit, in the same manner as duty is levied.

Limit not to apply to purchase money or royalty.

CHAPTER VIII.

OF THE CONTROL OF TIMBER AND OTHER FOREST PRODUCE IN TRANSIT.

41. The control of all rivers and their banks as regards the floating of timber, as well as the control of all timber and other forest produce in transit by land or water, is vested in the Local Government, and it may from time to time make rules to regulate the transit of all timber and other forest produce.

Power to make rules to regulate transit of forest produce.

Such rules may (among other matters)—

(a) prescribed the routes by which alone timber (or other) [f] forest produce may be imported, exported or moved, into, from or within, British India ;

[a] This heading was substituted for the original heading by Act V of 1890, s. 8(1).

[b] These words were inserted by Act V of 1890, s. 8(2).

[c] The proviso was added by Act XV of 1911, s. 5(b).

[d] The preceding eight words were substituted for the original words by Act XV of 1911, s. 5(c).

[e] These words were inserted by Act V of 1890, s. 8(8).

[f] The words were substituted for the original words by Act V of 1890, s. 8(8).

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- (b) prohibit the import and export or moving of such timber or other produce without a pass from an officer duly authorised to issue the same, or otherwise than in accordance with the conditions of such pass;
- (c) provide for the issue, production and return of such passes and for the payment of fees therefor;
- (d) provide for the stoppage, reporting, examination and marking of timber or other forest produce in transit, in respect of which there is reason to believe that any money is payable to the Government on account of the price thereof, or on account of any duty, fee, royalty or charge due thereon, or to which it is desirable for the purposes of this Act to affix a mark;
- (e) provide for the establishment and regulation of dépôts to which such timber or other produce shall be taken by those in charge of it for examination, or for the payment of such money, or in order that such marks may be affixed to it; and the conditions under which such timber or other produce shall be brought to, stored at and removed from such dépôts [a];
- (f) prohibit the closing up or obstructing of the channel or bank of any river used for the transit of timber or other forest produce, and throwing of grass, brushwood, branches and leaves into any such river, or any act which may cause such river to be closed or obstructed;
- (g) provide for the prevention and removal of any obstruction of the channel or banks of any such river, and for recovering the cost of such prevention or removal from the person whose acts or negligence necessitated the same;
- (h) prohibit absolutely or subject to conditions, within specified local limits, the establishment of saw pits, the converting, cutting, burning, concealing or marking of timber, the altering or effacing of any marks on the same, and the possession or carrying of marking hammers or other implements used for marking timber;
- (i) regulate the use of property-marks for timber, and the registration of such marks; prescribe the time for which such registration shall hold good; limit the number of such marks that may be registered by any one person and provide for the levy of fees for such registration.

[b] The Local Government may direct that any rule made under this section shall not apply to any specified class of timber or other forest produce or to any specified local area. [b].

Penalty
breach of
made under
tion 41.

42. The Local Government may by such rules prescribe as penalties for the infringement thereof imprisonment for a term which may extend to six months, or fine which may extend to five hundred rupees or both.

[a] "Dépôts" was substituted for "dépôt" by Act XII of 1891.

[b] This portion was added by Act V of 1893, s. 8 (4).

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Double penalties may be inflicted in cases where the offence is committed after sunset and before sunrise, or after preparation for resistance to lawful authority, or if the offender has been previously convicted of a like offence.

43. The Government shall not be responsible for any loss or damage which may occur in respect of any timber or other forest produce while at a dépôt established under a rule made under section 41, or while detained elsewhere for the purposes of this Act; and no Forest Officer shall be responsible for any such loss or damage unless he causes such loss or damage negligently, maliciously or fraudulently.

Government and Forest Officers not liable for damage to forest produce at dépôt.

44. In case of any accident emergency involving danger to any property at any such dépôt, every person employed at such dépôt, whether by the Government or by any private person, shall render assistance to any Forest Officer or Police Officer demanding his aid in averting such danger and securing such property from damage or loss.

All persons bound to aid in case of accident at dépôt.

CHAPTER IX.

OF THE COLLECTION OF DRIFT AND STRANDED TIMBER.

45. All timber found adrift, beached, stranded or sunk; all wood, or timber bearing marks which have not been registered under section 41, or on which the marks have been obliterated, altered or defaced by fire or otherwise, and, in such areas as the Local Government directs, all unmarked wood and timber,

Certain kinds of timber to be deemed property of Government until title thereto proved, and may be collected accordingly.

shall be deemed to be the property of Government unless and until any person establishes his right and title thereto, as provided in this chapter.

Such timber may be collected by any Forest Officer or other person entitled to collect the same by virtue of any rule made under section 51, and may be brought to such dépôts as the Forest Officer may from time to time notify as dépôts for the reception of drift timber.

The Local Government may, by notification in the local official gazette, exempt any class of timber from the provisions of this section, and withdraw such exemption.

46. Public notice shall from time to time be given by the Forest Officer of timber collected under section 45. Such notice shall contain a description of the timber, and shall require any person claiming the same to present to such officer, within a period not less than two months from the date of such notice, a written statement of such claim.

Notice to claimants of drift timber.

47. When any such statement is presented as aforesaid, the Forest Officer may, after making such inquiry as he thinks fit, either reject the claim after recording his reasons for so doing, or deliver the timber to the claimant.

Procedure on claim preferred to such timber.

If such timber is claimed by more than one person, the Forest Officer may either deliver the same to any of such persons whom he deems entitled thereto, or may refer the claimants to the civil courts, and retain the timber pending the receipt of an order from any such court for its disposal.

Any person whose claim has been rejected under this section may [a] within three months [a] from the date of such rejection, institute a

On rejection of claim to such timber, claimant may institute suit.

[a] These words were substituted for the original words by Act V of 1890, s. 9.

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suit to recover possession of the timber claimed by him; but no person shall recover any compensation or costs against the Government, or against any Forest Officer, on account of such rejection, or the detention or removal of any timber, or the delivery thereof to any other person under this section.

No such timber shall be subject to process of any civil, criminal or revenue court until it has been delivered, or a suit has been brought as provided in this section.

Disposal of un-claimed timber.

48. If no such statement is presented as aforesaid, or if the claimant omits to prefer his claim in the manner and within the period prescribed by the notice issued under section 46, or, on such claim having been so preferred by him and having been rejected, omits to institute a suit to recover possession of such timber within the further period limited by section 47, the ownership of such timber shall vest in the Government, or, when such timber has been delivered to another person under section 47, in such other person free from all encumbrances [a] not created by him [a].

Government and its officers not liable for damage to such timber.

49. The Government shall not be responsible for any loss or damage which may occur in respect of any timber collected under section 45, and no Forest Officer shall be responsible for any such loss or damage unless he causes such loss or damage negligently, maliciously or fraudulently.

Payments to be made by claimant before timber is delivered to him

50. No person shall be entitled to recover possession of any timber collected or delivered as aforesaid until he has paid to the Forest Officer or other person entitled to receive it such sum on account thereof as may be due under any rule made in pursuance of section 51.

Power to make rules and prescribe penalties.

51. The Local Government may from time to time make rules to regulate the following matters (namely):—

- (a) the salving, collection and disposal of all timber mentioned in section 45;
- (b) the use and registration of boats used in salving and collecting timber;
- (c) the amounts to be paid for salving, collecting, moving, storing and disposing of such timber;
- (d) the use and registration of hammers and other instruments to be used for marking such timber.

The Local Government may from time to time prescribe, as penalties for the infringement of any rules made under this section, imprisonment for a term which may extend to six months or fine which may extend to five hundred rupees, or both.

CHAPTER X.

PENALTIES AND PROCEDURE.

Seizure of property liable to confiscation.

52. When there is reason to believe that a forest offence has been committed in respect of any forest produce, such produce, together with all tools boats carts and cattle used in committing any such offence, may be seized by any Forest Officer or Police Officer.

[a] These words were added by Act V of 1900, s. 10.

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Every officer seizing any property under this section shall place on such property a mark indicating that the same has been so seized, and shall, as soon as may be, make a report of such seizure to the Magistrate having jurisdiction to try the offence on account of which the seizure has been made : Application for confiscation

Provided that, when the forest produce with respect to which such offence is believed to have been committed is the property of Government, and the offender is unknown, it shall be sufficient if the officer makes, as soon as may be, a report of the circumstances to his official superior.

52 A. Any Forest Officer of a rank not inferior to that of a ranger who, or whose subordinate, has seized any tools, boats, carts, or cattle under the provisions of section 52 may release the same on the execution by the owner thereof of a bond for the production of the property so released, if and when so required, before the Magistrate having jurisdiction to try the offence on account of which the seizure has been made.

53. Upon the receipt of any such report the Magistrate shall, with all convenient despatch, take such measures as may be necessary for the arrest and trial of the offender and the disposal of the property according to law. Procedure thereupon.

54. All timber or forest produce which is not the property of Government and in respect of which a forest offence has been committed and all tools, boats, carts and cattle used in committing any forest offence, shall be liable to confiscation. Forest produce tools, etc., when liable to confiscation.

Such confiscation may be in addition to any other punishment prescribed for such offence.

55. When the trial of any forest offence is concluded, any forest produce in respect of which such offence has been committed shall, if it is the property of the Government or has been confiscated, be taken charge of by a Forest Officer and in any other case may be disposed of in such manner as the court may direct. Disposal, on conclusion of trial for forest offence, of produce in respect for which it was committed.

56. When the offender is not known, or cannot be found, the Magistrate may, if he finds that an offence has been committed, order the property in respect of which the offence has been committed to be confiscated and taken charge of by the Forest Officer, or to be made over to the person [a] whom the Magistrate deems to be entitled to the same [a] : Procedure when offender not known or cannot be found.

Provided that no such order shall be made until the expiration of one month from the date of seizing such property, or without hearing the person (if any) claiming any right thereto, and the evidence (if any) which he may produce in support of his claim.

57. The Magistrate may, notwithstanding anything hereinbefore contained, direct the sale of any property seized under section 52 and subject to speedy and natural decay, and may deal with the proceeds as he would have dealt with such property if it had not been sold. Procedure as to perishable property seized under section 52.

58. The officer who made the seizure under section 52, or any of his official superiors or any person claiming to be interested in the property so seized, may, within one month from the date of any order passed under sections 54, 55 or 56, appeal therefrom to the court to which orders Appeal from orders under sections 54, 55 and 56.

[a] These words were substituted for the original words by Act V of 1890, s. 11.

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made by such Magistrate are ordinarily appealable, and the order passed on such appeal shall be final.

Property when to vest in Government.

59. When an order for the confiscation of any property has been passed under section 54 or 56, as the case may be, and the period limited by section 58 for an appeal from such order has elapsed and no such appeal has been preferred, or when, on such an appeal being preferred, the appellate court confirms such order in respect of the whole or a portion of such property, such property or such portion thereof, as the case may be, shall vest in the Government free from all incumbrances.

Saving of power to release property seized.

60. Nothing hereinbefore contained shall be deemed to prevent any officer empowered in this behalf by the Local Government from directing at any time the immediate release of any property seized under section 52.

Punishment for wrongful seizure.

61. Any Forest Officer or Police Officer who vexatiously and unnecessarily seizes any property on pretence of seizing property liable to confiscation under this Act shall be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Penalty for counterfeiting or defacing marks on trees and timber and for altering boundary marks.

62. Whoever with intent to cause damage or injury to the public or to any person, or to cause wrongful gain as defined in the Indian Penal Code [a]—

(a) knowingly counterfeits upon any timber or standing tree a mark used by Forest Officers to indicate that such timber or tree is the property of the Government or of some person, or that it may lawfully be cut or removed by some person; or

(b) alters, defaces or obliterates any such mark placed on a tree or on timber by or under the authority of a Forest Officer; or

(c) alters, moves, destroys or defaces any boundary mark of any forest or waste land to which the provisions of this Act are applied,

shall be punished with imprisonment for a term which may extend to two years, or with fine, or with both.

Power to arrest without warrant.

63. Any Forest Officer or Police Officer may, without orders from a Magistrate and without a warrant, arrest any person against whom a reasonable suspicion exists of his having been concerned in any forest offence punishable with imprisonment for one month or upwards.

Every officer making an arrest under this section shall without unnecessary delay and subject to the provisions of this Act as to release on a bond, take or send the person arrested before the Magistrate having jurisdiction in the case [b] or to the officer in charge of the nearest police station [b].

Nothing in this section shall be deemed to authorise such arrest for any act which is an offence under Chapter IV of this Act, unless such act has been prohibited under section 29, clause (c).

63A. Any Forest Officer of a rank not inferior to that of a ranger who, or whose subordinate, has arrested any person under the provisions

[a] For Act XLV of 1860 see the revised edition, as modified up to 1st August, 1890, published by the Legislative department.

[b] These words were added by Act V of 1890, s. 12.

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of section 68 may release such person on his executing a bond to appear, if and when so required, before the Magistrate having jurisdiction in the case, or before the officer in charge of the nearest police station.

64. Every Forest Officer and Police Officer shall prevent, and may interfere for the purpose of preventing, the commission of any forest offence. Power to prevent commission of offence.

65. The Magistrate of the district [a] and any Magistrate of the first class specially empowered in this behalf by the Local Government may try summarily, under the Code of Criminal Procedure, 1882 [b], any forest offence punishable only with imprisonment for a term not exceeding six months, or fine not exceeding five hundred rupees, or both. Power to try offences summarily.

66. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence against this Act or the rules made under it, or from being liable under such other law to any higher punishment or penalty than that provided by the rules made under this Act : Operation of other laws not barred.

Provided that no person shall be punished twice for the same offence.

[c] 67. (1) The Local Government may from time to time, by notification in the official gazette, empower a Forest Officer by name, or as holding an office— Power to compound offences.

(a) to accept from any person against whom a reasonable suspicion exists that he has committed any forest offence, other than an offence specified in section 61 or section 62, a sum of money by way of compensation for the offence which such person is suspected to have committed; and

(b) when any property has been seized as liable to confiscation, to release the same on payment of the value thereof as estimated by such officer.

(2) On the payment of such sum of money, or such value, or both, as the case may be, to such officer, the suspected person, if in custody, shall be discharged, the property, if any, seized shall be released, and no further proceedings shall be taken against such person or property.

(3) A Forest Officer shall not be empowered under this section unless he is a Forest Officer of a rank not inferior to that of a ranger and is in receipt of a monthly salary amounting to at least one hundred rupees, and the sum of money accepted as compensation under sub-section (1), clause (a), shall in no case exceed the sum of fifty rupees.

68. When in any proceedings taken under this Act, or in consequence of anything done under this Act, a question arises as to whether any forest produce is the property of the Government, such produce shall be presumed to be the property of the Government until the contrary is proved. Presumption that forest produce belongs to Government.

[a] Now District Magistrate, see the Code of Criminal Procedure, 1890 (V of 1893), s. 3. See now the revised edition of the Code as modified up to 1st April, 1903.

[b] This reference should now be taken as being made to Act V of 1893.

[c] This section was substituted for the original s. 67 by the Forest Act V of 1890, s. 13.

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CHAPTER XI.

CATTLE TRESPASS.

Cattle Trespass
Act, 1871, to
apply.

69. Cattle trespassing in a reserved forest or in any portion of a protected forest which has been lawfully closed to grazing shall be deemed to be cattle doing damage to a public plantation within the meaning of the 11th section of the Cattle Trespass Act, 1871 [a], and may be seized and impounded as such by any Forest Officer or Police Officer.

Power to alter
fines fixed by that
Act.

70. The Local Government may, from time to time, by notification in the local official gazette, direct that, in lieu of the fines by the 12th section of the Act last aforesaid, there shall be levied for each head of cattle impounded under section 69 of this Act such fines as it thinks fit, but not exceeding the following, that is to say:—

For each elephant	ten rupees.
For each buffalo or camel	two rupees.
For each horse, mare, gelding, pony, colt, filly, mule, bull, bullock, cow or heifer	one rupee.
For each calf, ass, pig, ram, ewe, sheep, lamb, goat or kid	eight annas.

CHAPTER XII.

OF FOREST OFFICERS.

Local Govern-
ment may invest
Forest Officers
with certain
powers.

71. The Local Government may invest any Forest Officer by name or as holding an office with the following powers, that is to say:—

- (a) power to enter upon any land and to survey, demarcate and make a map of the same;
- (b) the powers of a civil court to compel the attendance of witnesses and the production of documents;
- (c) power to issue a search warrant under the Code of Criminal Procedure [b];
- (d) power to hold an inquiry into forest offences and in the course of such inquiry to receive and record evidence.

Act V of 1898.

Any evidence recorded under clause (d) of this section shall be admissible in any subsequent trial before a Magistrate, provided that it has been taken in the presence of the accused person.

Forest Officers
deemed public ser-
vants.

72. All Forest Officers shall be deemed to be public servants within the meaning of the Indian Penal Code [c]. XI
1861

Indemnity for
acts done in good
faith.

73. No suit shall lie against any public servant for anything done by him in good faith under this Act.

Forest Officers
not to trade.

74. Except with the permission in writing of the Local Government, no Forest Officer shall, as principal or agent, trade in timber or other forest produce, or be or become interested in any lease of any forest or in any contract for working any forest, whether in British or foreign territory.

[a] For Act I of 1871 see the revised edition as modified up to 1st April, 1901.

[b] Read now the Code of Criminal Procedure, 1898 (Act V of 1898).

[c] For Act XLV of 1860, see the revised edition as modified up to 1st August, 1909.

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CHAPTER XIII.

SUBSIDIARY RULES.

75. The Local Government may from time to time make rules— Additional power
(a) to, prescribe and limit the powers and duties of any Forest to make rules.
Officer under this Act;
(b) to regulate the rewards to be paid to officers and informers out
of the proceeds of fines and confiscations under this Act;
(c) for the preservation, reproduction and disposal of trees and
timber belonging to the Government, but grown on lands
belonging to or in the occupation of private persons; and
(d) generally to carry out the provisions of this Act.
76. Any person breaking any rule under this Act, for the breach of Penalties for
which no special penalty is provided, shall be punished with imprison- breach of rules.
ment for a term which may extend to one month, or fine which may
extend to five hundred rupees, or both.
77. All rules made by the Local Government under this Act shall Rules when to
be published in the local official gazette, and shall thereupon, so far as have force of law
they are consistent with this Act, have the force of law [a].

CHAPTER XIV.

MISCELLANEOUS.

- 78(i) Every person who exercises any right in a reserved or protected Person bound to
forest, or who is permitted to take any forest produce from, or to cut and assist Forest Offi-
remove timber or to pasture cattle in such forest, cers and Police
Officers.
every person who is employed by any such person in such forest, and
every person in any village contiguous to such forest who is employed
by the Government, or who receives emoluments from the Government
for services to be performed to the community,
shall be bound to furnish without unnecessary delay to the nearest
Forest Officer or Police Officer any information he may possess respecting
the commission of, or intention to commit, any forest offence, and shall
forthwith take steps whether so required by any Forest Officer or Police
Officer or not;
(a) to extinguish any forest fire in such forest of which he has
knowledge or information;
(b) to prevent by any lawful means in his power any fire in the
vicinity of such forest of which he has knowledge or infor-
mation from spreading to such forest.
- (ii) Any person who, being bound so to do, without lawful excuse
(the burden of proving which, shall lie upon such person) fails—
(a) to furnish without unnecessary delay to the nearest Forest
Officer or Police Officer any information required by sub-
section (i);
(b) to take steps as required by sub-section (i) to extinguish any
forest fire in a reserved or protected forest;

[a] The proviso to this section was repealed by Act XV of 1911, s. 6.

[b] These words were added by Act V of 1901, s. 40 being at the same time
omitted from the end of the third clause supra.

- (c) to prevent as required by sub-section (i) any fire in the vicinity of such forest from spreading to such forest; or
- (d) to assist any Forest Officer or Police Officer demanding his aid in preventing the commission in such forest of any forest offence, or, when there is reason to believe that any such offence has been committed in such forest, in discovering and arresting the offender,

shall be punishable with imprisonment for a term which may extend to one month, or with fine which may extend to two hundred rupees or with both.

Management of forests the joint property of Gov. and other persons.

79. If the Government and any person be jointly interested in any forest or waste land, or in the whole or any part of the produce thereof, the Local Government may from time to time either—

- (a) undertake the management of such forest, waste land or produce, accounting to such person for his interest in the same; or
- (b) issue such regulations for the management of the forest, waste land or produce by the person so jointly interested as it deems necessary for the management thereof and the interests of all parties therein.

When the Local Government undertakes, under clause (a) of this section, the management of any forest, waste land or produce, it may from time to time, by notification in the local official gazette, declare that any of the provisions contained in Chapters II and IV of this Act shall apply to such forest, waste land or produce, and thereupon such provisions shall apply accordingly.

Failure to perform service for which a share in produce of Government forests is engaged.

80. If any person be entitled to a share in the produce of any forest which is the property of the Government or over which the Government has proprietary rights, or to any part of the forest produce of which the Government is entitled, upon the condition of duly performing any service connected with such forest, such share shall be liable to confiscation in the event of the fact being established to the satisfaction of the Local Government that such service is no longer so performed:

Provided that no such share shall be confiscated until the person entitled thereto, and the evidence (if any) which he may produce in proof of the due performance of such service, have been heard by an officer duly appointed in that behalf by the Local Government.

Recovery of money due to Government.

81. All money payable to the Government under this Act, or under any rule made under this Act, or on account of the price of any forest produce, or of expenses incurred in the execution of this Act in respect of such produce, may, if not paid when due, be recovered under the law for the time being in force as if it were an arrear of land revenue.

Lien on forest produce for such money.

82. When any such money is payable for or in respect of any forest produce, the amount thereof shall be deemed to be a first charge on such produce, and such produce may be taken possession of by a Forest Officer until such amount has been paid.

Power to sell such produce.

If such amount is not paid when due, the Forest Officer may sell such produce by public auction, and the proceeds of the sale shall be applied first in discharging such amount.

APPENDIX IV.

The surplus (if any), if not claimed within two months from the date of the sale by the person entitled thereto, shall be forfeited to Her Majesty.

83. Whenever it appears to the Local Government that any land is required for any of the purposes of this Act, such land shall be deemed to be needed for a public purpose within the meaning of the Land Acquisition Act, 1894 [a], section 4.

Land required under this Act to be deemed to be needed for a public purpose under Land Acquisition Act, 1894.

[a]84. When any person in accordance with any provision of this Act or in compliance with any rule made thereunder binds himself by any bond or instrument to perform any duty or act, or covenants by any bond or instrument that he, or that he and his servants and agents, will abstain from any act, the whole sum mentioned in such bond or instrument as the amount to be paid in case of a breach of the conditions thereof may, notwithstanding anything in section 74 of the Indian Contract Act, 1872 [c], be recovered from him in case of such breach as if it were an arrear of land revenue [d].

Recovery of penalties under bond.

Act IX of 1872.

[a] The reference to s. 4 of Act X of 1870 is altered in accordance with Act I of 1894, s. 2.

[b] S. 84 was added by Act V of 1890, s. 14.

[c] For Act IX of 1872 see General acts. 1868—78, edition of 1909.

[d] The schedule annexed to this Act was repealed by Act X of 1914, second schedule.

APPENDIX V.

(See Arts. 80 and 85, *Forest Manual*.)

Protection of forests from fire.

Notification no.
849F/825-66, dated
the 2nd May, 1891.
[Notified under
section 25 (b) of
Indian Forest
Act]

I.—Any person desirous of clearing by fire any forest or grass land within one mile of a Government forest, or such distance as the Commissioner of the division may prescribe for such forest, shall observe the following regulations :—

- (a) he shall give notice of at least a week to the divisional, sub-divisional or range officer, within whose charge the reserved forest concerned is included, of his intention to clear such land by fire ;
- (b) he shall choose for such burning a day or the portion of a day when a high wind is not blowing ;
- (c) he shall light the fire in a direction contrary to the prevailing wind, or whatever wind may be blowing at the time selected for firing the land ;
- (d) he shall employ a sufficient number of men, ordinarily not less than ten, on burning the forest or grass land, as will ensure his having control of the fire ;
- (e) after firing the forest or grass land he shall thoroughly extinguish any fire smouldering in stumps or heaps of rubbish within 100 yards of the boundary of the reserved forest.

II.—Any person desirous of burning on land within 100 yards of a reserved forest cut wood, grass, weeds or other cut materials shall collect such cut material into heaps and fire them in such a way as not to endanger the reserved forest.

III.—The carrying of burning wood, firebrands or torches through or along the boundary of any reserved forest, or the kindling of any fire in any part of such forest not assigned for and notified as a camping ground or assigned for the residence of a permit holder, except under the written permission of the officer in charge of the Forest division, is prohibited after the closing of the forest to fire in each year.

APPENDIX V(a).

APPENDIX V(a).

Protection of forests from fire in Kumaun Circle

1. Any person desirous of clearing by fire any forest or grass land or burning charcoal or lime in any forest or grass land within one mile of a reserved forest which is under protection from fire, or such distance as the Commissioner of the division may prescribe for such forests, shall observe the following regulations :—

G. O. no. 76/
XIV—51, dated
the 11th January,
1918.

- (a) he shall give written notice of at least 15 days at the range office concerned of his intention to clear such land by fire ;
- (b) he shall choose for such burning a day or the portion of a day when a high wind is not blowing ;
- (c) he shall set fire in a direction so that the fire shall travel down hill and take steps to prevent the fire entering any reserved forest ;
- (d) he shall employ a sufficient number of men to ensure his having control of the fire ;
- (e) after firing the forest or grass land he shall thoroughly extinguish any fire smouldering in stumps or heaps of rubbish within 100 yards of the boundary of the reserved forest.

2. Any person desirous of burning on land within 200 yards of a Government forest which is under protection from fire, cut wood, brush-wood, grass, weeds or other loose material shall collect such material into heaps and fire them in such a way as not to endanger the reserved forest.

3. The kindling of any fire in any part of a reserved forest protected from fire, not assigned as a camping ground except under the written permission of the officer in charge of the Forest division, is prohibited.

At authorized camping grounds fire must be kindled in such a manner as not to endanger the forest and must be completely extinguished before the person who kindled it or under whose order it was kindled leaves the camping ground.

The carrying of burning wood, firebrands or torches at night through or along the boundary of a reserved forest protected from fire is not prohibited, provided that the person concerned exercises proper care that fire is not thereby caused to the reserved forest.

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(See Arts. 85 and 86, *Forest Manual*).

Hunting, shooting and fishing in Reserved Forests.

Notification
no. 411/XIV—31
1906, dated the 2nd
August, 1906.
[Notified under
section 25(4) of the
Indian Forest
Act.]

1. In these rules the word "hunting" includes tracking for the purpose of discovering the lie of wild animals.

2. The following acts are absolutely prohibited within a reserved forest :—

- (1) poisoning or dynamiting rivers and other waters;
- (2) driving or destroying birds or animals in the snow;
- (3) poisoning carcasses of animals;

Under section 25 of the Indian Forest Act the Divisional Forest Officer may sanction, subject to such conditions as may be necessary, the poisoning of carcasses of animals killed by wild dogs in order to destroy the latter.

(3A) the shooting of game other than carnivora from any cart or vehicle drawn by buffaloes, bullocks or oxen, in the forests of South Kheri Forest division;

- (4) spearing and running deer with dogs;
- (5) watching in the neighbourhood of water or salt licks between sunset and sunrise to shoot animals other than carnivora resorting to such places;
- (6) the erection of dams, weirs or fixed traps, the diversion of streams for the purpose of catching fish, and the driving of fish;

(7) the shooting of game by artificial light and shooting from motor vehicles between sunset and sunrise is forbidden. This rule does not apply to man-eaters.

3. The following acts are prohibited within a reserved forest, except as provided below :—

(1) the setting of snares or traps except with the written permission of the Divisional Forest Officer;

(2) hunting, shooting or fishing, except—

(a) by a person holding a permit granted by a Divisional Forest Officer;

(b) by a person permitted by order of Government to hunt, shoot or fish without a permit;

(c) by a person authorized under the Elephants' Preservation Act, 1879, to kill or capture wild elephants to the extent he is so authorized;

(d) for the purpose of destroying carnivora in the immediate neighbourhood of habitations and cattle stations;

(3) the use of nets for the catching of fish, except—

(a) that in the rivers Ganges, Jamna and Sarda, nets of which the mesh is not smaller than $1\frac{1}{2}$ inches square may be used;

(b) that in other rivers and streams, drag, clap and casting nets with a mesh not less than $1\frac{1}{2}$ inches square may be used by

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right-holders or persons holding permission in writing from the Divisional Forest Officer ;

(c) by permit-holders for purposes of bait.

4. The Conservator may, with the previous sanction of Government, prescribe sanctuaries to be kept closed for a fixed number of years, wherein all hunting and shooting shall be absolutely prohibited. This prohibition extends to all persons, whether exempted or not.

5. The Conservator shall divide the forests into shooting areas and shall fix the number of any species that may be shot in any one year in any one area, and restrict shooting so as to prevent the fixed limit being exceeded. This restriction applies to both permit-holders and exempted officers.

6. Permits of the following descriptions to hunt, shoot and fish may, subject to the control of the Conservator, be granted by a Divisional Forest Officer for a shooting area in his charge in the case of permits under form A for a river or group of rivers in the case of permits under form B, for the reserved forests of the provinces in the case of permits under form C, and for the Naini Tal and Jaunsar Forest divisions in the case of permits under form D :—

- (a) an ordinary permit in form A allowing the holder to hunt, shoot and fish with rod and line subject to any restrictions imposed under rules 4 and 5 above ;
- (b) a permit in form B allowing the holder to fish with rod and line and to destroy otters ;
- (c) a permit in form C allowing the holder to shoot game-birds and ground game ;
- (d) a permit in form D allowing the holder to shoot in the hill forests of the Naini Tal and Jaunsar Forest divisions, subject to any restrictions imposed under rules 4 and 5 above.

NOTE.—Permits under (a) for this rule in the Dehra Dun district do not authorise fishing in the waters controlled by the Dehra Dun Fishing Association. For such waters a separate permit from the Association is necessary. Notification no. 380/XIV-72, dated the 17th May, 1917.

7. (1) A permit in form A shall only be available for the person in whose name it is issued, and the number of guns specified.

Permits in forms B, C and D are personal, that is, non-transferable.

(2) Every person to whom a permit has been granted shall, on the demand of any Forest or Police Officer, produce it.

(3) A permit granted by a Divisional Forest Officer shall be valid only for the shooting area detailed therein, provided that wounded game may be pursued into any other shooting area.

(4) A permit may be cancelled at any time by the Conservator or Divisional Forest Officer, if circumstances render it advisable.

(5) The permit-holder is responsible that the members of the party observe the forest law and rules and the conditions of the permit. If the Divisional Forest Officer considers that any member of the party has committed a wilful breach of the said law, rules or conditions, he may cancel the permit: the whole party shall thereupon quit the forest immediately.

(6) Nothing in these rules shall be taken to exempt any person from liability in respect of any offence by fire, injury to the forest or its produce,

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or other offence punishable under section 25 of the Indian Forest Act (VII of 1878).

(7) The holder of a permit shall encamp only on such camping-grounds as are entered in the permit or have been set apart by the forest authorities, or in places specially pointed out to him by a forest official.

(8) The holder of a permit shall not shoot, or allow to be shot at, any animal or bird, the shooting of which is not permitted by the terms of the permit.

The Divisional Forest Officer when granting a permit may give the holder special permission to shoot other birds and small mammals required *bona fide* for purposes of natural history,

(9) The holder of a permit shall not shoot or allow to be shot more than the number of heads of any species entered in the permit.

(10) The holder of the permit may take into the forests only the number of retainers and followers and of elephants, dogs or other animals entered by the Divisional Forest Officer in the permit.

(11) A charge of Re. 1 per diem for each elephant entered in the permit shall be paid (no separate charge shall be levied for fodder).

This charge and the permit fee shall be paid in advance. No charge shall be levied in the case of Forest Officers within their charges, or of persons taking out an annual permit under rule 11, up to a limit of two elephants.

(12) On a permit-holder vacating the shooting area for which he holds a permit, he shall return his permit to such official as may be named on it after entry on it of the number and species of all animals killed by him and his party. He shall also report any breach of rule 8(8). Exempted persons and persons taking out an annual permit (form A) under rule 11 shall furnish similar returns to the Divisional Forest Officer, shooting area by shooting area, on the last day of every month, during which they may have been shooting in the forests, so that a record of the number and species of animals killed may be kept up.

(13) Persons residing in Native States who wish to obtain permits or to accompany permit-holders shall apply to the Forest Officer, through the political and district authorities concerned.

Notification no
305/XIV-60, dated the 19th May, 1913.

G. O. no. 259/
XIV-60, dated the 12th July, 1912.

District officers will note on such applications, for the guidance of the Forest Officer, whether there is any objection to the permit being granted. The reply to such applications will not be sent through the same channel, but the Forest Officer will inform the District and Political Officer concerned whether a permit has been issued or not.

8. Permits in form A may be granted for a specified time not exceeding fifteen days, in forms B and C for a period not exceeding one year, and in form D for a period not exceeding three months, on the following conditions, in addition to those entered in rule 7 above:—

(1) that the holder shall observe the close season for birds as entered in the permit;

(2) that the holder shall shoot only the game or edible birds as entered in the permit, birds of prey, and vermin;

(3) that the holder shall not, without special permission of the Divisional Forest Officer endorsed on the permit, shoot the females of wild sheep, goats, deer or antelope, or males without horns or with horns in velvet.

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9. The following fees shall be paid for permits :—

	Rs.	
Form A ...	By residents in India ... 10 each	} for a permit for fifteen days or less.
	By visitors from Europe and foreign countries 25 „	
„ B ...	Annas 8 for fifteen days, or less, or Rs. 5 per annum.	
„ C ...	Rs. 5 for a period not exceeding one month or Rs. 20 for an annual permit.	
„ D ...	Rs. 15 for a period not exceeding three months to cover big game shooting alone, or Rs. 25 to include game birds and ground game.	

Not more than one permit in form A shall be granted for the same period in the same shooting area, and fifteen days shall elapse between the grant of two successive permits in the same area.

10. A forest official shall be appointed to attend the permit-holder to show the boundaries of the shooting areas within which the permit is valid and to accompany the party if deemed advisable by the Divisional Forest Officer.

11. An annual permit may be granted by a Divisional Forest Officer, subject to the control of the Conservator, to official and non-official residents of civil districts in which Government forests are situated, on an annual payment of Rs. 100; such permit-holders shall be entitled to hunt, shoot and fish in the forests of that district only, subject to the same conditions as ordinary permit-holders and to be accompanied by two elephants free of charge, provided that—

(i) they shall not hunt or shoot in areas in which a permit in form A is in force;

(ii) should they wish to take in more than two elephants, they shall apply for a permit in form A and pay the fees under the ordinary rules.

NOTE 1.—The two elephants referred to above shall only be allowed in the forests during the period that the permit-holder is hunting, shooting, or fishing in those forests.

NOTE 2.—The object of an annual permit is to afford special facilities to bona fide residents of districts. An official is eligible for an annual permit only for the district in which his headquarters are situated.

12. (1) The following are exempt from the payment of fees, being permitted to hunt, shoot and fish on the same conditions as permit-holders :—

(a) Gazetted Forest Officers on duty;

(b) All Commissioners of divisions in which there are reserved forests and the following :—

The Collector of Saharanpur, the Superintendent, Dehra Dun, the Collectors of Bijnor, Pilibhit, Banda, Jhansi, Gorakhpur, and the Deputy Commissioners of Naini Tal, Almora, Garhwal, Haridwar, Kheri, Gonda and Bahraich.

(c) Within the limits of the Siwalik Forest division commissioned officers of the 2nd Gurkha Regiment, British and Indian non-commissioned officers, and men holding passes issued by the Commanding Officer up to the 15th February in each year or such previous date as the Conservator may declare the forests closed to ingress on account of danger from fire.

Notification no. 380/XIV—72, dated the 17th May, 1917.

Notification no. 450/XIV—130, dated the 11th October, 1912.

G. O. no. 548/XIV—31, dated the 22nd September, 1906.

Notification no. 227/XIV—150, dated the 18th May, 1909.

Notification no. 615/XIV—31, dated the 12th November, 1906.

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Notification no.
530/XIV—169, da-
ted the 23rd May,
1925.

Within the Dehra Dun Forest division, Raja Ranbir Singh and his son.

(d) Ex-Amir of Kabul and five sardars.

Notification no.
481/XIV—16, da-
ted the 19th June,
1916

(2) In the Dehra Dun district within the areas leased to the Dehra Dun Fishing Association, its members are permitted to fish without permits.

13. Requests for permits shall be dealt with in order of priority of application. No such application shall, however, be valid if received more than three months before the permit is required. A register shall be maintained in the office of each Divisional Forest Officer showing for each class of permit—

(a) date of receipt of application,

(b) date of application,

(c) orders passed,

(d) date of order.

G. O. no. 237/
XIV—62, dated
the 6th June, 1912.

14. No permit shall be refused merely on the grounds that a permit for a later date has already been sanctioned, but such permit shall only be granted for a period which does not infringe the interval established by the grant of a permit previously applied for. A pass should not be issued to British soldiers of the 5th (Mhow), 7th (Meerut), and 8th (Lucknow) divisions, until the District Magistrate has certified that his permission has been obtained. The pass is issued in form B 7(h).

G. O. no. 641/
XIV—31, dated
the 21st November,
1906.

Notification no.
207/XIV—55, da-
ted the 18th June,
1912, and no 315/
XIV-Special, dated
the 14th August,
1917.

15. Residents of a district in which Government forests are situated who take out an annual permit on a fee of Rs. 100 under rule 11, and officers within their charges exempted under rule 12(1)(a) or (b) from payment of fees, may apply for permission to hunt, shoot and fish in a shooting area for a period not exceeding fifteen days, limiting themselves to two elephants. These requests will be dealt with along with the requests for a permit in form A, in order of priority of application. If holders of a permit under rule 11 or officers exempted under rule 12(1)(a) or (b) wish to take in any friends intending to hunt, shoot or fish or more than two elephants, they must, as laid down in rule 11(ii), apply for a permit in form A, paying for the persons accompanying them the fees laid down in rule 9 and for each elephant in excess of two the charge laid down in rule 7(11).

Example.—"A" has obtained a permit from the 1st to the 15th April, "B" applies for a permit for fifteen days from the 25th of April, the prescribed interval of rest does not expire till the 30th April. "B" may therefore be offered from the 1st to the 10th of May provided that no permit has been granted in May previous to the 25th. In the case of the refusal to grant a permit, the grounds of refusal shall be at once communicated to the applicant, who is entitled to appeal to the Conservator, whose decision shall be final. A copy of the grounds of refusal shall be furnished at once to the Conservator, who is empowered, if he sees fit, to exercise powers of revision.

Conditions under which the permit in form A is issued.

1. This permit is personal and can only be used by the party to whom it is granted.

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2. This permit must be produced on the demand of any Forest or Police Officer.

3. This permit is valid only for the forest area entered therein, provided that wounded game may be pursued into other forests.

4. This permit may be cancelled at any time by the Conservator or Divisional Forest Officer, and the permit-holder and his party shall immediately withdraw from the forest, should they receive a written request to do so from either of the aforesaid officers.

5. The holder of this permit and his party shall encamp only on camping-grounds entered on the permit or pointed out to him by a Forest Officer.

6. The holder of this permit and his party shall not shoot, nor attempt to shoot animals other than carnivora between sunset and sunrise resorting to water or salt licks.

7. The holder of this permit and his party shall not shoot nor allow to be shot at, more than the number of heads of any species entered in this permit, provided that they may destroy vermin and otters.

8. The holder of this permit and his party shall not shoot, nor allow to be shot at, birds entered in the first schedule of notification no. 741/XIV—11, dated the 1st October, 1914 (a copy of which is attached hereto), and shall observe the close season for animals and birds in the second schedule of that notification.

9. The holder of this permit and his party shall not shoot, nor destroy (without the special permission of the Divisional Forest Officer in writing) the females of wild sheep, goats, deer or antelope or males without horns or with horns in velvet.

10. The use of nets for catching fish, except as specified on the obverse, is prohibited.

11. The holder of this permit and his party shall not bring into the forests more than the number of elephants, followers, dogs, etc., as may be entered on this permit.

12. No refund of fees will be made.

13. The persons to whom this permit is granted is personally responsible for any infringement of its conditions or of the Indian Forest Act or rules made under this Act, and in the event of any such infringement in addition to the withdrawal of his permit, renders himself liable to penalties under the Forest Act or any other Act that may be in force.

14. The holder of this permit on vacating the forest shall return it to such official as may be named in it, after entering in it the number and species of all animals killed by him and his party, and any infringement of the forest laws and rules or conditions of this permit that may have been committed.

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G. O. no. 1245-C,
dated the 10th
June, 1921.

I am directed to inform you that the Governor in Council has considered the recommendations of a small committee containing civil and military representatives, which was convened to suggest what restrictions should be imposed on tiger shooting in reserved forests with a view to prevent the extermination of tigers in the near future.

2. The following proposals have been approved by the Government :—

- (1) Nobody (whether an ordinary permit-holder, annual permit-holder or exempted person) shall shoot more than four tigers annually in reserved forests.

The year to begin on 15th October and to close on the following 31st May, after which tiger shooting shall cease.

- (2) Divisional Forest Officers shall refuse permits to shoot tigers to persons who make a practice of shooting tigers just outside forest boundaries.

- (3) No person shall sit up for tiger longer than 45 minutes after sunset or earlier than half an hour before sunrise.

- (4) No person when sitting up shall use slugs, buckshot or any form of artificial light.

N.B.—The above rules do not apply to man-eaters.

- (5) Cubs or tigresses with cubs shall not be shot. Tigers under 8 feet and tigresses under 7 feet shall be considered cubs.

3. The decision to close tiger shooting after 31st May is based on the fact that after that time in a normal year all the tigers collect near the few remaining drinking places and are at the mercy of the sportsman. The use of electric lights, slugs, etc., at night and the practice of sitting up after dark are prohibited because a tiger, if hit under such conditions, usually gets away wounded. The reason for sparing a tigress with cubs is that the cubs, if deprived of their mother, will die.

4. I am to ask that you will issue the necessary orders to all Divisional Forest Officers and will make the necessary amendments and additions to the shooting permits. Copies of these new rules and of paragraph 3 should be sent to all exempted officers and a copy should also be attached to each shooting permit that is issued. The Government trust that sportsmen will co-operate loyally in carrying out these rules.

NOTE.—These rules do not override the existing rule that shooting is allowed within a reserved forest for the purpose of destroying carnivora in the immediate neighbourhood of habitations and cattle stations.

H. S. CROSTHWAITTE,
Secretary to Government.

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(See Arts. 85 and 86, *Forest Manual*.)

Hunting, shooting, and fishing in protected forests.

1. *The Airadeo forests of the Naini Tal division and the Talbhat forests of the Jhansi division.*

Notification no. 773, dated the 16th July, 1880 (Notified under section 31 of Forest Act.)

1.—All words used in these rules, and defined in Act VII of 1878 (the Indian Forest Act), shall be deemed to have the meaning respectively attributed to them by the said Act.

IV.—The poisoning of water is prohibited.

V.—Except with the written permission of the officer in charge of the Forest division, no person shall set snares or traps.

As amended by notifications no. 295F/638—62, dated the 19th May, 1891, and no. 551/XIV—213-125, dated the 26th August, 1893.

VI.—The Conservator of Forests may, with the previous sanction of the Local Government, declare and publicly notify any part of the forest, to which these rules relate, to be closed altogether against hunting or shooting, at such seasons and for such period as he may deem necessary, or to be closed against the hunting or shooting of any class or classes of animals during certain seasons.

VII.—The close time for game birds and animals in reserved and protected forests in the United Provinces is as laid down in notification no. 741/XIV—11, dated the 1st October, 1914, See Appendix X.

VIII.—The driving of game in the snow is prohibited.

IX.—Subject to the restrictions contained in rules IV to VII, hunting, shooting and fishing are permitted; but nothing in this rule shall be taken to exempt any person from liability in respect of any offence by fire injury to the forest or its produce, or other offence punishable by section 32 of Act VII of 1878.

2. *Fishing rules in the Airadeo forests.*

1. The use of nets in rivers and streams in the protected forests (save by right-holders or persons having permission in writing from the District Forest Officer) is prohibited.

Notification no. 517F/409, dated the 30th July, 1890, as amended by notifications no. 295F/638—62, dated the 9th May, 1891, and no. 551/XIV—213-125, dated the 26th August, 1893.

2. The erection of dams, weirs or fixed traps, and the diversion of streams for the purpose of catching fish in any river or stream in the protected forests, is prohibited.

3. Persons having a right or permission to net fish shall be restricted to the use of drag, clap and casting-nets, the mesh of which shall not be less than 1½ inches square.

3. *District forests of the Kumaun Civil division.*

With the previous sanction of the Governor General in Council, the Lieutenant-Governor has been pleased to make the following rules for the protected forests specified in notification no. 869F/638—44, dated the 17th October, 1893.

7. The poisoning of water is prohibited.

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(Notified under section 31 of Indian Forest Act.)

Notification no. 843F/638-69, dated the 24th October, 1894.

As amended by notification no. 730/XIV-307B, dated the 16th December, 1902.

8. Except with the permission, in writing, of the Deputy Commissioner, no person shall set snares or traps.

9. (1) No person shall—

(a) hunt or shoot in any protected forests; or

(b) enter any protected forest in time of snow for the purpose of driving or otherwise destroying game therein; or

(c) fish in the Bhim Tal, Naukuchia Tal, Sat Tal or Malwa Tal lakes;

except under, and in accordance with the conditions of a licence granted by the Deputy Commissioner, or by an officer empowered by the Deputy Commissioner, in this behalf.

Provided that the Government may exempt any person or class of persons from the operation of this sub-rule.

(2) The Government may prescribe the conditions to be attached to licences granted under sub-rule (1) and the period for which such licences shall be in force.

10. (1) Any licence granted under rule 9 for shooting in a forest may be cancelled at any time by the Deputy Commissioner if circumstances render it advisable to stop shooting in that forest.

(2) If any person to whom a licence has been granted under these rules commits a breach of any provision of the forest law or of any of these rules, the licence may be cancelled in addition to any other punishment to which such person may be liable under the Forest Act or otherwise.

The following classes of officers have been exempted under rule 9(1) above :—

G. O. no. 806/261A-3, dated the 19th October, 1900.

All gazetted officers of the Government, all commissioned officers of the Army, and all European non-commissioned officers and soldiers; and all Native title-holders

Holders of gun-licences, if not exempted, must necessarily take out separate permission to shoot if they shoot in protected forests.

With reference to rule 9(2), the following forms of licences have been prescribed :—

Form of licence to shoot.

[OBVERSE.]

Note—If the licence is only for a part of the district this should be stated.

Permission is hereby granted to _____ to hunt or shoot within the protected forests of the _____ district of the Kumaun division, from the _____ to the _____, and subject to the conditions noted on the reverse.

DATED _____

The _____

Deputy Commissioner.

[REVERSE.]

(1) This licence is not transferable, and is valid only for the district in which it is issued, provided that wounded game may be pursued into any adjoining British district.

(2) This licence is issued subject to the rules made under section 31 (j) of the Indian Forest Act, copy of which rules is appended.

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(3) This licence is also issued subject to the following conditions :—

- (a) The holder of the licence will observe the close season prescribed in condition (4) below.
- (b) The holder of the licence will not set any snare or trap, except with the permission in writing of the Deputy Commissioner.
- (c) The holder of the licence will not drive or destroy birds or animals in the snow, except with the permission in writing of the Deputy Commissioner.
- (d) The holder of this licence is permitted to shoot the following birds but may not shoot or destroy any others :—

Hawks.	Pigeons.
Partridges.	Doves.
Quail.	Geese.
Floricorn.	Duck.
Jungle Fowl.	Teal.
Pheasants.	Woodcock.
Pea Fowl.	Snipe.
Chakor.	

- (e) The holder of this licence shall not shoot or destroy (without special permission by the Deputy Commissioner endorsed on the licence) any females of the following animals :—

Sambhar	Gural.
Spotted deer.	Serow.
Barking deer.	Thar.
Swamp deer.	Burrel.
Hog deer.	Musk deer.

(4) With reference to clause (a) condition (3), the close seasons are as laid down in notification no. 741/XIV—11, dated the 1st October, 1914. (See Appendix X).

LICENCE TO FISH.

Form of licence to fish in the lakes in the protected forests of the Naini Tal district (Bhim Tal, Naukuchia Tal, Sat Tal and Malwa Tal), prescribed under rule 9(2) of the rules sanctioned by notification no. 843F./638—60, dated the 24th October, 1894, as amended by notification no. 730/XIV—307B, of 16th December, 1902.

Fee for one day, four annas.

Two to fifteen days, one rupee.

Fifteen days to one month, two rupees.

Permission is hereby granted to _____ to fish in the _____ lake within the protected forests of the Naini Tal district of the Kumaun division from the _____ to the _____, subject to the conditions noted on the reverse.

Deputy Commissioner of Naini Tal.

Dated the _____ 19 _____

CONDITIONS.

- (1) This licence is not transferable.
- (2) The licensee shall use one rod only at one time under this licence.

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(3) The licensee may catch fish only with a rod and line used by him personally (and with the help, if necessary, of a landing net with a ring not exceeding two feet in diameter), and *not in any other way*.

(4) The licensee shall promptly return to the water any *mahseer* caught weighing half a pound or less.

EXTRACT FROM ACTS AND RULES PRINTED FOR INFORMATION.

Rule 9(1) made under section 31 of the Indian Forest Act, 1878.

" 9(1) No person shall fish in the Bhim Tal, Naukuchia Tal, Sat Tal or Malwa Tal lakes, except under and in accordance with the conditions of a licence granted by the Deputy Commissioner or by an officer empowered by the Deputy Commissioner in this behalf.

Section 32 of the Indian Forest Act, 1878.

" 32. Any person who infringes any rule made under section 31 shall be punished with imprisonment for a term which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

Sections 4 and 5 of the Indian Fisheries Act, 1897.

" 4. If any person uses any dynamite or other explosive substance in any water with intent thereby to catch or destroy any of the fish that may be therein, he shall be punishable with imprisonment for a term which may extend to two months or with fine which may extend to two hundred rupees.

" 5. If any person puts any poison, lime or noxious material into any water with intent thereby to catch or destroy any fish, he shall be punishable with imprisonment for a term which may extend to two months or with fine which may extend to two hundred rupees."

APPENDIX VIII.

APPENDIX VIII.

(See Arts. 85 and 287, *Forest Manual*.)

GOVERNMENT, UNITED PROVINCES.

MISCELLANEOUS.

FOREST DEPARTMENT.

The 30th September, 1915.

No. 672/XIV—42.—In supersession of all previous orders and in exercise of the powers conferred under sections 41, 42 and 51 of the Indian Forest Act, 1878 (VII of 1878), as amended by the Forest Act, 1890 (V of 1890), the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to make the following rules to regulate the transit of timber and other forest produce :—

UNDER SECTION 41.

I.—Transport by land.

I.—The Conservator of Forests may establish dépôts for the examination of timber and other forest produce in transit, and for the collection of dues on such timber or produce.

II.—The name and situation of each dépôt and the route on which it is situated shall be notified in the towns and villages in the neighbourhood of such dépôt.

III.—No timber or other forest produce shall be moved on any route on which a dépôt has been established, unless covered by a pass issued by the Forest Officer or by the owner of the forest, as the case may be. Such pass shall be written in English, Hindi or Urdu and in such form as may be prescribed by the Divisional Forest Officer, and shall specify the kind and quantity of timber or other forest produce, the marks it bears (if any) and the place it came from, and shall be legibly signed or stamped by the Forest Officer, or, when such timber or produce comes from a private forest, by the owner of such forest.

All passes issued by the owner of the forest shall be exchanged for a pass issued by the Forest Officer at the first dépôt to which the timber or other forest produce covered by the pass is brought.

For the issue of a pass by a Forest Officer a fee calculated at a rate not exceeding two annas for each cart load of timber or other forest produce covered by the pass may be levied at such place as the Conservator of Forests may direct.

IV.—The moving of any timber or other forest produce through or out of any reserved or protected forest, except by routes on which dépôts have been established under rule 2, is prohibited.

V.—Within the limits of their respective charges the Conservators of Forests, the Collector of Bijnor, the Deputy Commissioners of the Naini Tal, Almora and Garhwal districts, and when in charge of divisions,

APPENDIX VIII.

Deputy Conservators and Assistant Conservators and Extra Assistant Conservator, may exempt the inhabitants of any locality or any class of timber or other forest produce from the operation of rules 3 and 4.

VI.—Every lessee of a Government forest or other purchaser of Government timber may be required by the Divisional Forest Officer to mark his timber with a special mark side by side with the departmental property mark and side by side with the departmental sale mark.

VII.—All such marks shall be registered at the office of the Forest division from which the timber is to be exported. The registration shall hold good to the 30th September next following. No person shall be allowed to register a mark already registered in favour of another person, nor any mark used by the Government.

VIII.—The Forest Officer may refuse to register any mark which, in his judgment, so closely resembles a mark used by the Government or already registered in favour of any person as to be easily altered into such mark.

IX.—A fee of one rupee shall be payable for each registration, and a certificate showing the mark registered, and the period for which it holds good, and acknowledging the payment of the fee, shall be given to every person registering his mark.

II.—*Transport by river.*

X.—No person having launched his timber or set it afloat on any river shall collect the same except—

(a) with the permission, in writing, of the Forest Officer in charge of the forest division to which the control of the river pertains;

(b) at places which such officer shall notify as catching dépôts.

XI.—No person shall raft or otherwise convey any timber on any river without first obtaining a pass from the Forest Officer in charge of the Forest division in which the river is situated or from such subordinate officer as the officer in charge of the Forest division may authorize on that behalf. Such pass shall show the number of logs or pieces, the kind of timber, the marks indicative of the owners' property therein, the place of its destination and the time for which it shall remain in force. It may specify that the timber may be stopped at certain places to be named in the pass.

XII.—No pass shall be issued for any unmarked timber or for such timber as bears a mark not registered as hereinafter provided.

XIII.—Any Forest or Police Officer may require any person rafting or conveying timber, as aforesaid, to produce the pass for the same at any time. No person shall be entitled to raft or convey timber by virtue of a pass which he does not himself hold, but which is or is stated to be in the hands of some other person. In the event of the pass not being produced the Forest Officer may detain the timber. A Police Officer finding timber in transit not covered by a pass may detain it, reporting the case to the Divisional Forest Officer.

XIV.—For issue of the pass, a fee not exceeding one anna for each log or piece of timber may be levied on such river, and at such places as the Conservator of Forests may from time to time direct.

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XV.—No person is permitted to deposit any timber, for which a pass has not yet been issued, so close to the water's edge as to endanger its being carried away by a rise in the river before the pass is issued.

XVI.—All persons wishing to float or otherwise convey timber by any river shall register, at the office of the Forest division to which the control of the river pertains, the mark or marks which indicate their proprietary right in such timber. A registration fee of five rupees shall be payable for every separate mark so registered; and the officer in whom the control of the river is vested may order the registration of as many marks as he considers necessary to the efficient control of transport operations. Ordinarily the registration of one mark only shall be required or permitted.

XVII.—No person shall be allowed to register a mark already registered in favour of another person, nor any mark used by the Government, and the Forest Officer may refuse the registration of any mark which in his judgment so closely resembles a mark used by the Government or registered in favour of any person as to be easily producible by altering such marks.

XVIII.—Every registration under rule XVI shall hold good for three years following the first of January next after the date of registration.

XIX.—A certificate, showing the mark registered, the date of registration and the period for which it holds good and acknowledging the payment of the fee shall be given to every person registering his mark

XX.—Within the limits of any area notified under section 45, the moving, converting, cutting, burning, concealing or marking of timber, the altering or effacing of any marks on the same, and the possession or carrying of marking hammers or other implements used for the marking of timber, except with the permission in writing of the Forest Officer, is prohibited. Such permission, if granted, shall specify the place at which only it is to take effect, and may contain such other conditions regarding the previous inspection of the timber and otherwise as may be necessary.

UNDER SECTION 42.

III.—General.

XXI.—Any person who disobeys a requisition under rule 6 shall be liable to fine which may extend to one hundred rupees, and any person who infringes any other of these rules shall be liable to imprisonment of either description for a term which may extend to six months, or to fine which may extend to five hundred rupees, or to both.

UNDER SECTION 51.

The following rules have been prescribed with regard to the collection and disposal of drift and stranded wood and timber in the areas specified below :—

- (1) The whole of Jaunsar-Bawar pargana.
- (2) The Jumna and its tributaries in British territory within the limits of the Meerut civil division including an area within a direct distance of five miles from either bank of the main stream of the Jumna, taking that stream at its cold season level.

APPENDIX VIII.

- (3) The Ganges and its tributaries in British territory above Garhmuktesar in the Meerut district, including an area within a direct distance of five miles from either bank of the main stream of the Ganges river, taking that stream at its cold season level.
- (4) The Ramganga and its tributaries in British territory above the road from Nagina to Afzalgarh, including an area within a direct distance of five miles from either bank of the main stream of the Ramganga river, taking that stream at its cold season level.
- (5) The Sarda (Kali) and its tributaries in British territory above the Railway bridge at Bahramghat, including an area within a direct distance of five miles from either bank of the main stream of the Sarda (Kali), taking this stream at its cold season level.

NOTE.—As regards the Sarda this notification applies only to coniferous timber.

I.—No person, unless specially authorized in writing by the Forest Officer to whom the control of the river pertains, may salve or collect wood or timber of any description, other than unmarked unfashioned pieces not exceeding six feet in length, and two feet in girth, within the areas above notified.

II.—The Forest Officer may grant permission in writing to the owner or owners of all timber bearing marks registered under section 41 of the Forest Act, VII of 1878, which owing to floods or other causes is adrift or stranded, to salve and collect such timber, or may collect it himself, or contract with a third party to salve and collect the same at certain places at rates to be agreed upon between that party and the Forest Officer. Such timber thus collected by the Forest Officers or by a person authorized by him under these rules shall be handed over to the owner or owners on payment by them of such dues as may be fixed from time to time by the Forest Officer.

III.—Timber bearing marks which have not been registered under section 41 of the Forest Act, or on which the marks have been obliterated, altered or defaced by fire or otherwise, and fashioned timber bearing no marks, may be salved collected by the Forest Officer or by a person authorized in writing by him. No such timber shall be delivered to any claimant who under section 47 of the Indian Forest Act has been recognized to be the owner until under section 50 of the said Act, he has paid to the Forest Officer a sum not exceeding 25 per cent. of its value as adjudged by that officer, together with such other expenses as may have been incurred in salving the said timber. Should the recognized owner fail to make these payments within ten days of his receiving intimation from the Forest Officer of the amount due, the property salved shall be dealt with (under section 48 of the Act) as unclaimed timber. All timber salved under these rules which may become vested in the Government under section 48 of the Act may be disposed of to the best advantage after two months from the expiry of the period fixed for the disposal of claims under section 46 of the said Act.

IV.—All unfashioned wood or timber bearing no marks may be sold at any time by the Forest Officer where it lies stranded when in his

APPENDIX VIII.

opinion it is not sufficiently valuable to be brought to a dépôt or the right to collect and dispose of such timber may be leased by him.

V.—All wood or timber when sold by the Forest department under these rules shall be marked with the departmental sale mark, and when relinquished under rule III with a suitable distinguishing mark, and for the removal of any wood or timber from the area above notified a printed and numbered pass must be obtained from such officials as may be appointed by the Divisional Forest Officer on which shall be entered the number of pieces and the kinds of wood and timber and the amount realized from the purchaser or claimant, over the signature of the official appointed to this duty.

VI.—Any person who shall infringe any of the provisions of these rules shall be punished with imprisonment which may extend to six months, or with fine which may extend to five hundred rupees, or with both.

R. BURN,

APPENDIX VIII(a).

APPENDIX VIII (a).

RULES FOR TRANSPORT OF TIMBER BY RIVER IN THE KUMAUN
CIVIL DIVISION.

No. 508/XIV—42.—In exercise of the powers conferred by section 4 and 42 of the Indian Forest Act, 1878, the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to make the following rules to regulate the transport of timber by river in the Kumaun Civil Division :—

Rules.

1. These rules shall apply only to persons rafting or otherwise conveying timber on any river under a pass issued in accordance with rule XI of G. O. no. 672/XIV—42, dated the 30th September, 1915.

2. The owner of any timber who desires to transport it by river, or his agent or servant, may, upon giving 10 days' notice in writing (through the Divisional Forest Officer or officer in charge of the Forest Range in which the timber is to be transported), demand that any wire, bundh or other obstruction made for any purpose in the bed of the river, be either opened sufficiently to allow the timber to pass through or be entirely removed, for a period not exceeding 6 days. If floating operations exceed 6 days, the bundh must be repaired every evening to provide water for irrigation purposes. The total period of operations should not exceed 15 days at a time.

3. If his demand is not complied with within 5 days of the expiry of the period of 10 days given in the notice prescribed by rule 2, the owner of the timber, or his agent or servant, may himself either remove the obstruction or open a passage through it for his timber; and the owner of the obstruction shall not offer any resistance to his so doing.

4. Any person who offers resistance to the owner of the timber or his agent or servant, when removing any obstruction, or opening a passage through it for his timber, as provided for under rule 3, shall be liable to a fine which may extend to one hundred rupees.

5. In all cases the owner of the timber shall be bound to pay the cost of removing the obstruction, and shall be bound, immediately after passing his timber through, to repair or reconstruct the same at his own expense.

In the event of his failing to do so, the owner of the weir or bundh shall be at liberty to repair or reconstruct it himself and to recover the cost of so doing as compensation from the owner of the timber.

6. Up to a period of 6 days no compensation shall be payable by the owner of the timber to the owner of any mill or irrigated land by reason of the water channel supplying his mill or land being dried up owing to the removal or opening of any weir or bundh.

7. In the case of a mill the working of which has been stopped for more than 6 days owing to the water-supply being cut off, the owner of the timber shall be liable to pay compensation for the whole period during

APPENDIX VIII(a).

which the mill was idle at a rate which shall be 10 times the rent which would be payable by the mill-owner to Government for such period, were the rent at which such mill is assessed distributed proportionately over such period.

8. In the case of land of which the irrigation has been stopped for more than 6 days owing to the water-supply being cut off, the owner of the timber shall be liable to pay compensation for loss incurred. The amount of the loss incurred will be determined by the Deputy Commissioner after causing a local enquiry to be made, unless the parties come to terms privately.

9. In no case, except with the express consent of the owner, shall any weir, bundh or other obstruction be kept open for a period exceeding two months in all in any one year. After the period of 15 days mentioned in rule 2 and except with consent of the owners of the bundh or weir, no further floating operations shall be undertaken for a period of 10 days.

10. In cases where the period mentioned in rule 6 has caused damage to agricultural operations, compensation may be assessed by the Deputy Commissioner and paid by the Forest department.

11. Any claim for compensation against the owner of the timber under rules 5, 7 and 8 shall be presented within 6 months of the claim accruing to the Deputy Commissioner of the district, whose decision upon the claim shall be final.

APPENDIX IX.

APPENDIX IX.

(See Art. 84.)

GOVERNMENT, UNITED PROVINCES.

MISCELLANEOUS.

FOREST DEPARTMENT.

The 30th September, 1915.

No. 674/XIV—42.—In supersession of all previous orders and in accordance with the provisions of section 45 of the Indian Forest Act, 1878 (VII of 1878), the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to direct as follows :—

I.—The areas within which all unmarked wood and timber shall be deemed to be the property of the Government, unless and until any person establishes his right and title thereto shall be those specified below :—

- (a) All reserved and protected forests in the United Provinces.
- (b) The whole of Jaunsar-Bawar and the Jumna and its tributaries in British territory within the limits of the Meerut civil division, including an area within a direct distance of 5 miles from either bank of the main stream of the Jumna, taking this stream at its cold season level.
- (c) The Ganges and its tributaries in British territory above Garhmuktesar in the Meerut district, including an area within a direct distance of five miles from either bank of the main stream of the Ganges river, taking that stream at its cold season level.
- (d) The Ramganga and its tributaries in British territory above the road from Nagina to Afzalgarh, including an area within a direct distance of five miles from either bank of the main stream of the Ramganga river, taking that stream at its cold season level.
- (e) The Sarda (Kali) and its tributaries in British territory above the railway bridge at Bahramghat, including an area within a direct distance of five miles from either bank of the main stream of the Sarda (Kali), taking this stream at its cold season level.
- (f) The Kosi river between Someswar and Chopra, including an area within a direct distance of 100 yards, measured on either side of midstream.
- (g) An area within five miles from either bank of any tributary specified in clause (c) and (e) which may be used for floating purposes, taking such tributary at its cold season level.

NOTE.—As regards the Sarda this notification applies only to coniferous timber.

APPENDIX IX.

II.—Within the areas specified in clauses (b) and (c) of rule 1, outside reserved and protected forests, inhabitants of all villages bordering on the Ganges and Jumna or their tributaries, and all travellers shall be permitted to collect and take away for fuel, free of charge, headloads of unmarked unfashioned timber of any of the kinds specified in section 45, Act VII of 1878, in pieces not exceeding six feet in length and two feet in girth.

III.—Outside the areas specified in clauses (a), (b), (c), (d), (e), (f) and (g) of rule I, all wood and timber of the kinds referred to in section 45, Act VII of 1878, shall be exempt from the provisions of that section, excepting sal, sissu, tun, asaina haldū, sandan and all coniferous timber in pieces exceeding two feet in girth and four in length.

R. BURN,

Chief Secretary.

APPENDIX X.

APPENDIX X.

(See Art. 86, Forest Manual.)

GOVERNMENT, UNITED PROVINCES.

MISCELLANEOUS.

FOREST DEPARTMENT.

No. 1037/XIV
—208, dated the
22nd June, 1920.

In exercise of the power conferred by section 3 of the Wild Birds and Animals Protection Act, 1912 (VIII of 1912), and in supersession of all previous rules and orders in this behalf, the Lieutenant-Governor of the United Provinces of Agra and Oudh is pleased to declare the periods specified in the third column of the annexed schedule to be a close time in the areas specified in the fourth column of the said schedule for the wild birds and animals shown respectively against the said periods and areas :—

The schedule.

English name.	Hindustani name.	Period.	Area.
(a) Hoopoe ..	Hudhud ..	Whole year	United Province.
Rufous short-toed lark or Ortolan.	Bagheri, Bhaghaira ..		
Black Dongo or King Crow	Bhujanga, Hojanga Thampal, Kotwal.		
Jungle Babbler or Seven Sisters.	Sat Bhai ..		
Indian Oriole, Black headed Oriole.	Palak ..		
Grey headed Mynah	{ Maina ..		
Common Mynah ..			
Black Mynah ..	Darya Maina ..		
Pied Mynah ..	Ablak Maina ..		
Common Hawk	Popiya ..		
Ouckoo.	Nilkant ..		
Indian Roller or Blue Jay.			
Herons ..	Nari, Eain Bagla, Bara Bagla, Wak, Chanak.		
Egrets ..	Karchia-Bagla, Safed Bagla, Tar Bagla Surkia Bagla, Lal Bagla, Badami Bagla.		
King-fishers ..	Kandera, Hariali, Kilkila, Koriale-Kilkila, Chota Kilkila, Machraha, Kaurilla, Machabagh.		
(b) Bustards ..	Charaj, Tilar, Hukna, Honbana	1st April to 15th September.	
Floricans ..	Charaz, Charaj, Likh ..		
Jungle Fowl ..	Jangli Murghi ..		
Spur Fowl ..	Choti Jangli Murghi ..		
Painted Snipe ..	Rangin Ohaha ..		
Wood Cock ..	Sham Titar ya Sham Kukra.		
Pheasant ..	Kalij, Ohir, Munai, Koklas Juar, Lungi.		
Pigeon, green ..	Harial, Kokla ..		

APPENDIX X.

English name.	Hindustani name.	Period.	Area.	
(e) Sand Grouse ..	Bhat Titar ..	1st March to 31st July.	United Provinces.	
(d) Quail ..	Bater ..	1st July to 14th September.		
(e) Bartavelle or Greek Partridge ..	Chakor ..	15th February to 14th September.		
Snow Cock ..	Hinwal ..	1st March to 31st August.		
Snow Partridge ..	Larwa Ganguria ..			
Wood Partridge ..	Pura ..			
(f) Grey Partridge ..	Safed Titar ..	1st April to 14th September.	In Benares, Allahabad, Jhansi, and Agra divisions.	
Painted Partridge ..	Kala Titar ..	1st April to 14th September.		
Swamp Partridge ..	Kair ..	1st April to 14th September.		
Black Partridge ..	Kala Titar ..	1st April to 14th September.		
(g) Peacock ..	Mor ..	15th May to 14th September.	United Provinces	
Peacocks ..	Mor ..	1st April to 14th September.		
(h) Ducks—		15th May to 14th September.	In Meerut, Kumaun, Rohilkhand, Lucknow, Fyzabad, and Gorakhpur division.	
	Whistling Teal ..	Silli ..		15th June to 30th September.
	Colton Teal ..	Girri ..		
	Coomb Duck ..	Nukhta ..		
Spotted Bill ..	Gurgral ..			
(i) Sambhur (males) ..	Jerau Sambhur ka nar	1st May to 1st November.	In Meerut, Kumaun, Rohilkhand, Lucknow, Fyzabad, and Gorakhpur divisions.	
Swamp Deer (males)	Gond ka nar ..	1st April to 14th October.		
Hog Deer (males) ..	Para ka nar ..	15th March to 14th October.	United Provinces (1).	
Barking Deer (males)	Khakar ka nar ..	1st April to 14th October.		
Four-horned Antelope (males).	Chausingha ka nar ..	1st October to 15th March.	In Meerut, Kumaun, Rohilkhand, Lucknow, Fyzabad, and Gorakhpur divisions.	
(f) Spotted Deer (males)	Chital ka nar ..	15th September to 31st January.		
(k) Females and young of Sambhur, Swamp Deer, Hog Deer, Barking Deer, Four-horned Antelope, Spotted Deer, Musk Deer, Wild Goat, Wild Sheep, Goral, and Ravine Deer.	Madhira Jerau Sambhur, Gond, Para, Khakar, Chausingha, Chital, Kastura, Tahr-Serau, Birhol, Goral, Chinkara ki aur unko bachcho.	Whole year ..	In Benares, Allahabad, Jhansi and Agra divisions (2) United Provinces (3).	

APPENDIX X.

English name.	Hindustani name.	Period.	Area.
(1) Indian Antelope ..	Hiran, Munga ..	15th June to 15th September.	In Benares, Allahabad, Gorakhpur, Meerut, Rohilkhand, Lucknow, Fyzabad and Agra divisions (4).

NOTE.—Exceptions—

- (1) The shooting of Goud is prohibited until further notice in tahsil Fyzabad, Fyzabad district, and Nawabganj, Digha and Guwarich parganas, Gonda district.
- (2) The shooting of Chital Stag is prohibited for five years from 1st September, 1917, in the Lalitpur sub-division of the Jhansi district.
- (3) There is no close time for Ravine Deer in the forests included in the Afforestation division in the districts of Etawah and Cawnpore.
- (4) There is no close time for Indian Antelope in the forests included in the Afforestation division in the districts of Etawah and Cawnpore.

J. C. NELSON,
Secretary.

APPENDIX XI.

APPENDIX XI.

(Sec Art. 138, *Forest Manual*.)

Rules for export.

1. All timber, bamboos, etc., must be removed from the forest and from forest dépôts, and *paraos*, to the nearest permanent road before sundown on the 31st March, after which date, all unfelled trees, all felled trees and all converted produce left in the forest will lapse to Government.

2. Export will be allowed to export chaukis up to the 15th June.

3. Forest produce in transit between export and check chaukis may only be conveyed along such roads as the Divisional Forest Officer may direct.

4. No timber or bamboos belonging to purchasers may be stacked at an export or check chauki, and purchasers will be required to collect their produce prior to export in their own dépôts. These dépôts must be situated on the forest side of the export chauki and should ordinarily be not less than $\frac{1}{2}$ mile distance from the said chauki.

5. Carts must be properly loaded at the purchaser's dépôt so that the timber can be measured and checked without the carts having to be unloaded.

Ordinarily timber of not more than two length classes may be loaded in one cart. The longer pieces being below and the shorter pieces above.

Carts correctly loaded according to these instructions shall not usually be unloaded for measurement either at export or check chaukis. Carts incorrectly loaded shall be unloaded for measurement at both export and check chaukis.

6. In very special cases, usually at the end of the season, when sufficient scantlings of the same length classes may not be available, permission may be given to load timber of more than two lengths in one cart, but carts so loaded must be unloaded at the chaukis should the export and check officers so order.

7. All forest produce in transit is liable to check at any time and any place.

8. At export and check chaukis carters will be required to remove all impediment such as bedding, grass, *bhoosa*, etc., and, if necessary, part or whole of the timber, to facilitate the measurement of timber and the checking of measurements.

9. In measuring the length of timber anything under 6" should be omitted, while 6" or over up to 12" will be counted as one foot; thus a scantling measuring 10' 5" will be measured as 10 feet, while one measuring 10' 7" will be measured as 11 feet. In the case of timber which has not been sawn square at the ends, the *muharrir* will measure it over the greatest length.

APPENDIX XI.

10. In measuring the width, thickness or girth of timber, fractions of less than $\frac{1}{2}$ " may be omitted while any fraction of $\frac{1}{2}$ " or over will be counted as one inch, except—

- (1) in the case of planks up to $1\frac{3}{4}$ " thickness when anything under $\frac{1}{2}$ " will be omitted and anything over $\frac{1}{2}$ " will be counted as $\frac{1}{2}$."
- (2) In the case of metre gauge sleepers the specified measurements of which are $6' \times 8" \times 4\frac{1}{2}"$ when any sleeper which does not exceed $6' \times 8\frac{1}{2}" \times 5"$ will be considered to contain 1.5 c.ft.

11. In measuring the girth of logs, giltas, bhōṭas, etc., the measurement must be taken at the middle of the log and the export muharrir will mark the place of measurement with chalk, and the check muharrir will measure the timber at the same place.

12. Ballis, lamphas and tilus will be measured at the butt ends.

13. Under no circumstances may carters, camel men, purchasers, agents or others be allowed to reduce the dimensions of timber in any way at the chaukis. Having measured the timber very carefully the export muharrir will see that every piece of timber is clearly marked with the export hammer.

LUMP SUM SALES.

14. In the case of lump sum sales, an export officer will periodically measure and mark with a lump sum sale hammer and stamp with the number of the consolidated rawannah, the timber at the purchaser's dépôt and will keep records of all timber so marked and will issue a consolidated rawannah. Only timber marked with the sale hammer and covered by the consolidated rawannah may be exported. The purchaser or his agent must issue rawannahs in triplicate, in a form approved by the Divisional Forest Officer for each cart separately, of which two copies must be made over to the carter, one copy remaining in the rawannah book as a counterfoil. Each rawannah so issued must be neatly and legibly written in English or Hindi, and must show the species and the dimensions of each piece of timber on the cart and the number of the consolidated rawannah covering the export.

Note.—Rawannah books in triplicate may be purchased, if desired from the Divisional Forest Officer. Purchasers of these books may not resell them to other purchasers, nor may a book be split up for use on two lines of export. A refund of the full sale price will be made on all unused books returned at the end of the export season.

15. Contractors of minor produce will be required to issue rawannahs in the prescribed form for all produce exported.

MONOPOLY SALES.

16. Each purchaser of a monopoly coupe must keep an agent permanently at the export chauki through which he intends to export his timber or bamboos.

17. No rawannah will be issued by the export muharrir unless the purchaser's agent is present to check the measurements of the timber, the counting of bamboos, the marking of the timber, and the calculations of the royalty due, and to sign the rawannah.

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18. Rawannahs will be issued for each cart separately, and in the case of camels, for each batch of camels. The rawannahs will be issued in triplicate and two copies will be given to each carter, or camel man, who will hand them in at the check chauki for check, and if necessary correction, and who will receive one copy back from the check muharrir after check.

19. If the purchaser's agent allows more timber to be entered in a rawannah than is actually contained on a cart, no refund of the excess royalty so charged will be made. If, in the opinion of the purchaser's agent, the export muharrir has not measured a consignment of timber fairly, he should refuse to sign the rawannah, and should hold back the consignment until it has been inspected by the Range Officer.

20. At the time that the rawannah is issued, each piece of timber on a cart must be marked with the export hammer. The purchaser's agent must see that this is done, and a fee of four annas will be levied from the contractors for each piece of unmarked timber found at the check chaukis.

21. In the event of a purchaser wishing to export his produce by two different routes, the export muharrir will keep two rawannah books (one for each route), and the purchaser will be required to declare, at the time each consignment is measured, the route by which it will be exported, and in this case the purchaser will be required to credit his advance royalty for each route separately.

22. In the event of more pieces of timber being found in a consignment, i.e., on a cart or with a batch of camels, than are shown on the rawannah, the whole consignment will be stopped at the check chauki, pending the orders of the Divisional Officer.

23. In the event of a carter or camel driver losing his original rawannahs, duplicates will be issued by the export muharrir on payment in advance of Re. 1 as fee.

24. Carts will not be allowed to leave export chaukis unless there is sufficient time for them to arrive at the corresponding check chauki before sundown. No timber will be passed through the check chauki between sunset and sunrise, and carters arriving after sunset must hand in their rawannahs to the check muharrir on their arrival; the latter will examine the carts and satisfy himself that there is no timber or other produce on the carts which is not covered by the rawannah.

25. Advance royalty must be paid into a treasury, and not to the export muharrir or ranger. The chalan, or other form of treasury receipt, will be handed over to the export muharrir, who will give a receipt for it, and will add the amount to the balance already standing to the credit of the purchaser and then forward it to the Range Officer at once for entry in the accounts.

GENERAL.

26. On no consideration whatever may money, valuables or other property be deposited with Range Officer, forest guards, muharrirs or other Government servants for safe keeping, and the Divisional Officer will not undertake to make any enquiry into alleged loss or theft from a forest chauki.

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27. In no case will the security deposited by purchasers be adjusted in the last rawannah or rawannahs.

28. The giving of any gratification to a check muharrir or other forest subordinate is strictly prohibited, and any such case coming to light will be severely dealt with.

29. Any case of an export or check muharrir demanding or accepting toll from carters should be immediately reported to the Divisional Forest Officer.

RULES FOR FELLING.

1. Purchasers of standing trees may fell only such trees as have been marked with the Government hammer mark, an impress of which is given on each contract deed.

2. Purchasers shall be generally considered responsible for any illicit felling within the areas for which they hold contracts.

3. Careless felling resulting in damaging or knocking down standing unmarked trees of the third class and over shall be punished by fine, and the conversion and export of such trees by the purchaser concerned shall usually be prohibited.

Note.—For the purpose of judging whether or not a purchaser is to be held responsible for the damage done, the axe and saw cuts will be inspected by the Range Officer. If the slope is in the direction in which the tree should have been felled, the purchaser will usually be considered to have done his best to avoid the damage. If the slope of the cuts is in the direction in which the tree fell, and this is not considered to be the best direction, the purchaser will be held responsible.

4. The purchaser will be held responsible that every piece of timber is marked with his registered hammer mark before it leaves the coupe.

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APPENDIX XII.

No. 601-C/S—139.

FROM

G. B. F. MUIR, Esq., I.C.S.,
SECRETARY TO GOVERNMENT,
UNITED PROVINCES,
SCARCITY DEPARTMENT,

TO

ALL COMMISSIONERS OF DIVISIONS,
UNITED PROVINCES.

Dated Allahabad, the 26th September, 1922.

SIR,

I AM directed to forward, for information and guidance, revised Chapter XVI on fodder famine of the United Provinces Famine Code, together with new appendices M-I to M-IV, containing instructions to Forest and District Officers regarding the issue of hay in the event of fodder famine, which it is proposed to insert after Appendix L-XIV of the Code. The rules contained in Appendices M-III and M-IV supersede those issued with G. O. nos. 412/S—24 and 430/XIV—168, dated respectively, the 6th December, 1918 and the 10th of May, 1919.

2. The rules being forwarded herewith have been approved by the Government of India. They will be incorporated in the Famine Code when the next reprint is made.

I have the honour to be.

SIR,

Your most obedient servant,

G. B. F. MUIR,

Secretary.

No. 602-C/S—139.

Copy, with a copy of the rules, forwarded to all District Officers in the United Provinces for information and guidance.

No. 603-C/S—139.

Copy, with a copy of the rules, also forwarded to the Chief Conservator of Forests, Director of Agriculture, Secretary to the Board of Revenue, and the Accountant-General, United Provinces, for information.

No. 604-C/S—139.

Copy, with a copy of the rules, also forwarded to the Secretaries to this Government in the Forest, Finance and Public Works departments, Buildings and Roads branch, for information.

By order of the Governor in Council,

H. R. FRANK,

Assistant Secretary.

APPENDIX XII.

Revised draft of Chapter XVI of Famine Code.

196. In case a fodder famine is threatened it is of the greatest importance that prompt action be taken. If any District Officer apprehends a fodder famine he must submit a preliminary report to the Commissioner not later than 1st September, giving as accurate an estimate as possible of the probable shortage and suggesting the most suitable course to be adopted to remedy it.

197. As soon as possible after considering the District Officer's and Commissioner's reports the Local Government should issue a notification declaring its policy in the case of a serious fodder famine.

198. Any one or more of the following courses may be adopted :—

- (a) The payment by the Local Government of the difference between the railway rates and the concession rates sanctioned by the Government of India for all or any of the following classes of fodder, namely, *bhusa*, *chari*, *karbi*, grass and hay, consigned by private agency from specified railway stations within the United Provinces to specified railway stations within the famine area. Such action will be reported to the Government of India.

NOTE.—If it is desired to extend the foregoing measures to other varieties of fodder the sanction of the Government of India must be obtained.

- (b) Application to the Government of India for sanction to similar payment in the case of fodder consigned from railway stations outside the United Provinces.

NOTE.—The Local Government has power to withdraw the concession without reference to the Government of India, and, if necessary, to restore it again within one year from the date on which the Government of India's sanction was originally accorded.

- (c) Special hay-making operations in the Government forests and the consignment of this hay for sale at fixed prices from depôts in the famine area.

NOTE.—It is realized that the price of hay cannot often be fixed high enough to cover expenses.

- (d) The grant of tagavi for the purchase of fodder.

- (e) The opening of the forest reserve to grazing, either free or at a reduced rate.

NOTE.—Experience has shown that it is far more effective to bring the fodder to the cattle than to take the cattle to the fodder and that to keep the cattle in the village helps to keep the village together. In giving effect to the above principles the course most generally suitable for adoption is to throw open to free grazing areas in which grazing is ordinarily permitted, and to reserve the areas which are ordinarily closed to grazing for the supply of grass for export. It may be necessary to supplement the latter by reserving portions of the former areas for grass-cutting, or it may be possible to throw open portions of the latter at once, when the supply is in excess of the demand for export. But the needs of local cattle being provided for, the supply of grass for export should be the first consideration. When the grass has been cut from the areas thus reserved, they also may be thrown open to free grazing, if necessary. Browsers should not be admitted without payment to any areas which contain forest growth of any importance, and should, in no case, be admitted to areas ordinarily closed to grazing. No grazing should ever be allowed in areas under plantation or regeneration unless the trees are old enough to be safe from attack.

- (f) The establishment of cattle camps.

199. The hay made from the grasses in the forests of these provinces is of much better quality if the grass is cut early. If the Local Government desires to put in hand special hay operations it should, not later than the 1st of October, issue orders to the Forest department to cancel the grass contracts and commence hay operations.

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200. Under the orders of the Government of India concession rates will not be applied to fodder consigned by Government. The carriage of such fodder will be paid for at the full rates sanctioned by the Government of India for fodder during periods of scarcity (see Appendix M-I).

201. If the Local Government has taken action under rule 198 and deems the fodder operations to be sufficiently widespread and complicated to justify the step, it may appoint a special officer to regulate and control all movements of fodder within, into and from the province. Such special officer would—

- (a) communicate direct with Commissioners and the Chief Conservator of Forests as regards the distribution of forest hay;
- (b) collect all the available information about the stocks of spare fodder in non-affected tracts and about the extent to which and the period during which they are likely to be exported by private traders to the scarcity tracts.

Further, with the consent of the Local Government, the Commissioner or District Officer may appoint for the area of his local jurisdiction an official to supervise operations in the case of Government consignments from the despatch of the consignments by rail till their sale at a dépôt and, in the case of private consignments, to safeguard the interests of Government and the public and to see that the concession is not being abused and to check the claims of the Railway Administrations against the Local Government.

202. If the Local Government decides to open the forest reserves the management of the reserve and the control of the cattle admitted to it shall be in the hands of the Forest Officers or other officials who ordinarily have charge of it.

203. When a fodder famine is severe a cattle camp may, with the previous sanction of the Local Government, be instituted in each district under veterinary supervision. Only selected cows and a few selected bulls shall be accommodated in the camps, the chief object of which is to preserve valuable breeds. The Collector may purchase the cattle admitted to the camp and, at the end of the famine, re-sell them.

203A. A table of sanctioned railway rates is contained in Appendix M-1.

Instructions regarding reports of fodder scarcity and arrangements for concession rates are contained in Appendix M-II.

Instructions regarding the supply of hay by the Forest department and instructions for District Officers regarding such hay will be found in Appendices M-III and M-IV.

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APPENDIX M-I.
Table of sanctioned railway rates.

	Four-wheelers.			Six-wheelers.			Bogies.			Remarks.
	Railway charge.	Concession rate to be paid by traders.	Difference to be paid by Government.	Railway charge.	Concession rate to be paid by traders.	Difference to be paid by Government.	Railway charge.	Concession rate to be paid by traders.	Difference to be paid by Government.	
1	2	3	4	5	6	7	8	9	10	11
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
Broad gauge per mile	0 3 0	0 1 0	0 2 0	0 5 3	0 1 0	0 3 9	0 7 0	0 2 0	0 3 0	Minimum charge of Rs. 10 for four-wheelers, Rs. 15 for six-wheelers, and Rs. 20 for bogies.
Metro ditto ..	0 2 4	0 0 9	0 1 7	0 8 6	0 1 14	0 2 44	0 4 8	0 1 6	0 3 2	Minimum charge of Rs. 5 for four-wheelers, Rs. 74 for six-wheelers and Rs. 10 for bogies
Narrow ditto ..	0 1 9	0 0 6	0 1 3	0 2 74	0 0 9	0 1 104	0 3 6	0 1 0	0 2 6	Ditto ditto.

- (1) The rates shown in columns 2, 5 and 8 apply only to consignments for which concession rates have been sanctioned by Government.
 (2) Consignments at concession rates will be carried at owner's risk and loading and unloading must be carried out by owners.
 (3) Consignments must accept without question wagons of such capacity as are allotted to them.
 (4) Any difference between the total cost of a consignment carried at the concession rates calculated on mileage and the minimum railway charge will be paid by Government.

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APPENDIX M-II.

Instructions regarding reports of fodder scarcity and arrangements for concession rates.

1. The reports submitted by District Officers and Commissioners under rules 196 and 197 of Chapter XVI should, among other matters, state—

(a) whether hay from Government forests will be needed, and

(b) whether the importation of other classes of fodder should be encouraged by the grant of concession rates.

In both cases a rough estimate should be attempted of the quantity required, and in the latter case the kinds of fodder required should also be stated.

2. If the District Officer or Commissioner is aware of the existence of surplus supplies of fodder in areas from which import by rail is easy, those areas should be mentioned, but the reports should not be delayed for enquiry into the existence of such supplies.

3. In the interests of economy and of efficiency it is essential that the fodder required in any area should be obtained from the nearest available source of supply, and that crossing of traffic and the haulage of fodder over unnecessary distances should be avoided. When sanctioning concession rates for the import of fodder the Local Government should select as sources of supply for each famine area those areas from which fodder can most conveniently be imported and should limit concession rates to traffic between those areas. The stations from which and to which fodder may be railed at concession rates should be specified in the order.

4. While fodder is being imported at concession rates, the District Officer should maintain a careful watch on the situation, and should report for the withdrawal of the concession rates as soon as they can safely be withdrawn.

5. Similarly as soon as the District Officer can foresee that the district's demand for hay from Government forests is about to be satisfied, the fact should be reported through the Commissioner to the Local Government, which will inform the Chief Conservator.

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APPENDIX M-III.

Instructions for Forest Officers regarding the supply of hay from the forests of the United Provinces in the event of a fodder famine.

1. *Introductory.*—These rules supplement the rules dealing with cattle contained in Chapter XVI of the Famine Code.

2. *Preliminary warnings of hay operations.*—If, on the receipt of a preliminary report from a District Officer that a fodder famine is apprehended, the Commissioner considers that hay from the Government forests will probably be required, he will at once warn the Chief Conservator of Forests, who will direct the Conservator concerned to be prepared to commence cutting grass in the most suitable Forest divisions immediately on receipt of final orders.

3. *Final orders by the Government.*—The final orders will be issued by the Government to the Chief Conservator, if possible, not later than the 1st of October and the Chief Conservator will then issue orders for the commencement of grass-cutting.

4. *Allotment of demand.*—The Chief Conservator, in consultation with the Director of Agriculture or such other officer as the Government may appoint under rule 1, Appendix M-IV, will then decide as far as possible—

(a) how much hay will be wanted in each civil division ;

(b) from which forest circles it should be supplied ;

and will instruct the Conservators accordingly. Conservators, in consultation with District Officers, will allot the demand among Forest divisions.

As far as possible hay for one district should not come from more than one Forest division, and in any case hay for one tahsil should come from one division only.

5. *Hiatus in operations to be avoided.*—When once orders to commence grass-cutting have been issued to Divisional Forest Officers the work must proceed continuously until the operation can be finally closed.

6. *Appointment of a special officer.*—Should, in the opinion of the Chief Conservator, the necessity arise he shall apply to the Local Government for the appointment of a special officer for the purposes of allotment and control working in consultation with himself, Commissioners, Conservators, District Officers and Divisional Forest Officers.

7. *Stations of delivery.*—When the allotment has been made, District Officers will inform Divisional Forest Officers from time to time of (1) the railway stations at which hay is to be delivered, (2) the names and postal addresses of the receiving officers.

8. *Period for grass-cutting.*—Cutting grass should commence not later than the middle of October and should ordinarily be completed by the middle of February.

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9. *Possible supply.*—The estimated possibility of hay supply is as follows :—

<i>Eastern circle.</i>					<i>Bales.</i>
Gonda	30,000
Bahnich	5,000
North Kheri	175,000
South Kheri	75,000
Palibhit	250,000
Jhansi	100,000
Banda	162,500
Afforestation	12,500
Total					810,000
<i>Western circle.</i>					
Tarnai and Bhabar Estates	100,000*
Haldwani	50,000
Lansdowne	50,000
Saharanpur	12,500
Dehra Dun	37,500
Total					250,000
GRAND TOTAL					1,060,000

10. *Standard bales.*—Hay will be supplied in bales of a standard weight of approximately 2 maunds on delivery. Such bales will be obtained by putting 200lb. of hay by weight into the baling machine and no bale will be accepted which weighs less than 180lb. at the time of loading into railway waggons. Thereafter there will be no re-weighment of bales and all accounts of hay on rail and on disposal by District Officers will be by number of bales only.

(NOTE.—Should it be found necessary to use baling machines which can only produce one maund bales, special arrangements will be made by the Conservator with the District Officers concerned.)

11. *Rates.*—All rates payable by the Forest department for hay will be contract rates per bale supplied free on rail. Unless so ordered by the Government no hay will be supplied which cannot be delivered at less than two rupees per bale inclusive of railway freight.

12. *Waggon supply.*—Each Divisional Forest Officer will supply a general idea of his waggon requirements to the District Traffic Superintendent, but will communicate his actual daily demands to the station master concerned through his subordinate on the spot. The names of the persons thus authorized to demand waggons will be communicated to the District Traffic Superintendent.

13. *Railing hay.*—In terms of paragraph 11 of the Government of India's Circular no. 935—46 (Revenue and Agriculture department—Famine), dated the 28th of June, 1920, there will be no concession rates for railing of Government hay by Government. Full payment will be made by credit note on despatch. The persons authorized to demand waggons will also be authorized to sign credit notes, and a copy of every credit note will be kept for check in the Divisional Forest Office. Consignments will be booked in full waggon loads by the number of bales in the waggon which will be entered on the railway receipt credit note and invoice.

* The operations should be controlled entirely by the Tarnai and Bhabar Estates.

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The Forest department shall be responsible for the counting of the bales.

14. *Railway rates.*—The rates will be those fixed by each Railway Company for the carriage of hay. In terms of G. O. no. 3254/X—208, dated the 5th November, 1919, no check over credit notes need be exercised by the officer who issues them, but all overcharges and undercharges discovered by the Railway Audit office will be communicated to him by the Accountant-General and he will thereafter correspond direct with the Railway Audit office, if necessary. The officer using credit notes should record the classification of the charge on all credit notes issued with a view to correct adjustment and will reserve a portion of his budget grant to cover the aggregate amount of the notes issued by him.

15. *Labels on bales.*—Every bale will have a tin label (about 1' x 3" in size) attached, stamped with a letter indicating the Forest division of issue and with a number indicating the despatching station.

16. *Invoices of despatch.*—For each lot of waggons despatched to one railway station on one day for which one railway receipt is issued the despatching officer will prepare an invoice showing—

- (1) Serial number and date of invoice.
- (2) Name of despatching station.
- (3) Name of receiving station, and the serial number of the consignment sent to that station.
- (4) The number and class of each waggon of the consignment.
- (5) The number of bales in each waggon of the consignment.
- (6) Number and date of the railway receipt.

He will despatch daily by post to the receiving officer one copy of the invoices issued during the day, together with the railway receipts. He will place a copy of the invoice in a prominent position inside each waggon.

Each book of invoices must be used for one supplying contractor only.

17. *Transshipment of hay.*—When hay is transhipped *en route* the Conservator will appoint transshipping officers on pay not exceeding Rs. 100 per mensem, whose duties will be—

- (1) To note the information contained on the invoice in each waggon and to insert the invoices in the waggons to which the hay is transferred, entering on them at the same time the number and class of the new waggons.
- (2) To send to the receiving officers by post a daily statement of the invoices thus forwarded and the time of departure of the waggons.
- (3) Should the invoices not tally with the new waggons, to intimate to the receiving officer that the hay arriving in such and such waggons corresponds to the hay on such and such invoices.
- (4) If so desired by a District Officer to intimate by wire the time of departure of waggons and the number of bales they contain.

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- (5) To take over charge of loose hay from broken bales and to arrange under the orders of the Conservator, for re-baling and re-booking such hay. The number of broken bales must be intimated to the despatching and receiving officers and to the station masters.

18. *Check of hay on arrival.*—The receiving officer will check the railway receipts and invoices with the bales received and return the invoices to the despatching officer, noting on them the number of bales received short or in excess.

In the case of a whole waggon load not being received or of a shortage of bales in a waggon which shows signs of having been tampered with, the receiving officer will inform the station master in writing and will lodge a claim with the District Traffic Superintendent.

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APPENDIX M-IV.

Instructions for District Officers regarding the supply of hay from the forests of the United Provinces in the event of a fodder famine.

1. In districts where great scarcity of fodder prevails the Collector may order supplies as needed direct from the Director of Agriculture, or such other officer as the Local Government may appoint for the purpose who will apportion to the various districts the hay that is available from the Government forests. That officer will intimate the different quantities to the Chief Conservator of Forests, who will arrange for the supply to the different districts. When an indent is despatched, a statement in the following form should be forwarded to Government :—

District.	Total number of bales intended for previously.	Number actually received	Number actually sold.	Number now required.

2. The forest authorities will meet the Collector's indents, so far as possible, reporting deficiencies immediately to the Chief Conservator, who will, when possible, have them made good by some other Forest division.

3. Hay will be supplied in bales of a standard weight of approximately two maunds on delivery. Such bales will be obtained by putting 200 lb. of hay by weight into the baling machine and no bale will be accepted which weighs less than 180lb. at the time of loading into railway waggons. Thereafter there will be no re-weighment of bales and all accounts of hay on rail and on disposal by District Officers will be by number of bales only.

NOTE.—Should it be found necessary to use baling machines which can only produce one maund bales, special arrangements will be made by the Conservator with the District Officer concerned.

4. The freight will be paid by the Forest Officers, who will intimate the number of bales of each consignment to the Collector.

5. *Check of hay on arrival.*—The Collector will arrange to take delivery of the hay and dispose of it at the rate of Re. 1-8-0 per bale for Bundelkhand hay and Re. 1 per bale for hay from other Government forests in the province. The receiving officer will check the railway receipts and invoices with the bales received and return the invoices to the despatching officer, noting on them the number of bales received short or in excess. In the case of a whole waggon load not being received or of a shortage of bales in a waggon which shows signs of having been tampered with, the receiving officer will inform the station master in writing and will lodge a claim with the District Traffic Superintendent.

6. The primary object of supplying hay is to provide food for the agricultural cattle of the district at a reasonable price : but issues are not strictly limited to owners of agricultural cattle. Collectors are authorized to adopt any or all of the following methods of issue. The working of

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the methods adopted must be carefully watched, and any method abandoned which is found in practice not to secure the object stated above :—

- (a) Sale at Re. 1-8-0 per bale for Bundelkhand hay and Re. 1 per bale for hay from other Government forests in the province, for cash without restriction of quantity to the Court of Wards and to responsible land-holders who can be trusted to supply their tenants on fair terms, and to actual cultivators.
- (b) Sale at Re. 1-8-0 per bale for Bundelkhand hay and Re. 1 per bale for hay from other Government forests in the province, for cash to individual cattle owners in lots of 10 bales and under. (This maximum may be extended at the discretion of the officer in charge in the case of persons whom he knows to possess more than one pair of efficient plough bullocks.)
- (c) As an advance under the Agriculturists Loans Act of 1884 to individuals or to groups of cattle owners. On a loan being sanctioned under ordinary rules, the equivalent amount of hay (calculated at rates fixed above) may be issued to the borrower in lieu of an advance in cash.
7. Receipts in cash will be credited in the treasury against the advance held by the Conservator and the credits intimated to him monthly under the certificate of the Treasury Officer.
8. When hay is issued by way of advance, the total value of advances made in each month (calculated at rates fixed above) shall be drawn from the grant for agricultural advances, and credited as above within the first ten days of the following month. Intimation of the credit will be sent to the Conservator.
9. The officer in charge will keep a stock book of hay received, entering each transaction at the time it takes place. It should have sufficient issue columns to show the amounts issued as advances separate from issue of other heads. The following form will be convenient in ordinary cases :—

Date of arrival of hay.		Name of despatching station	Numbers and class of wag- gons arriving.	Number and date of—	Number of bales—	Bales received—		Issue.		Balance.	Remarks.
			Railway re- ceipts.	Invoice.	On the invoice. Received.	In excess.	In deficit.	Cash sales.	Ad- van- ces.		
								Bales.	Rs.	Bales.	Bales.

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10. Receipts will be paid into the treasury daily when there is a treasury or sub-treasury at the place of distribution, the treasury accountant's signature being obtained in the remarks column of the stock book opposite the total for the day. In other cases credits will be made weekly, a pass book being sent to the treasury with the chalan.

11. The Collector will direct the submission by the officer in charge of such returns of issues as he requires in order to prepare indents for additional supplies.

12. The tahsildar or a qanungo under the tahsildar's orders will be placed in charge of hay when received. If the demand is so great that additional staff is required, the Collector may appoint temporarily an officer of the standing of a naib-tahsildar or qanungo to the charge of each centre of issue, applying through the Commissioner for formal sanction to the appointment. Such temporary posts should be filled by men of the stamp chosen for appointments as charge officers or circle officers (paragraph 30 of the Famine Code)

13. Collectors will apply to Commissioners for allotment of the funds required for temporary appointments under the foregoing rule and for such contingent expenditure as may be necessary. Contingent expenditure should ordinarily be limited to the cost of unloading trucks (where this is not covered by the freight) and of protecting the stock against fire and theft. In most cases it will be possible to arrange that the hay shall be stocked on railway land or on land immediately adjoining the railway, care being taken that it is beyond the reach of sparks from engines. The stock must be watched continuously day and night, and fires and smoking prohibited in its vicinity. Where possible, a police guard should be provided for large stocks.

INDEX.

NOTES FOR USE OF INDEX.

1. Since art. 290 constitutes a complete index to prescribed forms, registers and returns, the references to them are to be obtained from art. 290 and not from the general index. The same applies to the duties of officers in connection with the forms, etc., which are given in column 8 of art. 290.

2. The first word of the primary (large type) items is in no case an adjective or verb.

3. The alphabetical arrangement of the secondary (small type) items is according to the first important word of the item, neglecting such initial words as 'to,' 'for,' 'regarding,' 'the.'

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